

**Kurzweil 3000™
for Macintosh Tutorial
Version 4**

Kurzweil 3000 for Macintosh Version 4 Tutorial

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Table of Contents

Using This Guide	1
Welcome to the Kurzweil 3000 Tutorial	1
A Subset of Kurzweil 3000 Features	1
Tips Throughout	2
Optional Exercises	2
Modular and Self-Paced	2
Tutorial Assumptions	3
What You'll Need to Complete the Tutorial	3
Getting Help	4
 Chapter 1 Kurzweil 3000 Basics	 5
The Benefits of Kurzweil 3000	6
Before You Begin	8
Starting Kurzweil 3000	9
Quitting Kurzweil 3000	12
Looking at the Kurzweil 3000 Interface	13
Opening a Document from the Starting Points	20
Working with Kurzweil 3000 Toolbars	25
Working with Contextual Menus	29
Renaming and Saving a Document	33
Finding Help Using Command Keys	35
 Chapter 2 Reading and Reading Settings	 39
Reading in Kurzweil 3000	40
Starting and Pausing Reading	42
Magnifying Each Word Kurzweil 3000 Reads	44
Using Word Lookup	46
Changing Reading Unit and Reading Speed	51
More to Explore: Changing Other Reading Settings	53
More to Explore: Creating an Audio File	54

Chapter 3	Study Tools	55
	Kurzweil 3000 for Studying	56
	Using Sticky and Text Notes for Note Taking	59
	More to Explore: Removing Notes	64
	Using Color Highlighters for Studying	65
	Reading Highlighted Text	67
	Extracting Highlighted Text to Create a Study Guide	69
	More to Explore: Customizing Highlighter Names	73
	Creating a Bubble Note	74
	Answering a Question in a Bubble Note	77
	Extracting Bubble Note Contents	78
Chapter 4	Writing and Self-Correction	81
	Writing and Editing in Kurzweil 3000	82
	Creating a Text Document	84
	More to Explore: Changing Speak While Typing	86
	Using Word Prediction	87
	Looking Up a Word While Composing	90
	Dragging and Dropping Text	91
	Working from an Outline	92
	Spell Checking a Document	94
	More to Explore: Changing Fonts and Formatting ...	95
Chapter 5	Scanning and Document Preparation	99
	The Document Preparation Process	100
	Scanning a Document into Kurzweil 3000	102
	Reading as Part of Document Preparation	104
	Using Edit Zones to Change the Reading Order	106
	Using Edit Underlying Text	113
Chapter 6	Test Preparation	117
	Preparing Tests	118
	Using Text Notes in Test Preparation	120
	Locking Features for Test Taking	122

Chapter 7	Test Taking	127
	Test Taking Using Kurzweil 3000	128
	Reading Through the Test	129
	Filling in Your Name	130
	Filling in Answers	131
	Using Color Highlighters and Circle Text Tools	132
	Dragging and Dropping an Answer	134
	Reading Back Test Questions and Answers	135
	Saving Your Test Document	136
	Printing Your Test	136
	Congratulations	136
	Scanning Sample	137
	Index	139

Using This Guide

Welcome to the Kurzweil 3000 Tutorial

This Tutorial is primarily for educators. It may also be suitable for users at the high-school level and above.

Educators may consider using certain chapters/exercises, such as *Chapter 3, Study Tools* as foundation material for student training. Students in grade five and up may be able to go through the *Test Taking* chapter independently.

A Subset of Kurzweil 3000 Features

The features presented in the Tutorial represent a subset of the features in the software. To find details about all the features, use the online Help pages.

Tips Throughout

Throughout the Tutorial, there are *Tips* that provide suggestions for ways to use the features.

Optional Exercises

Some features may have *More to Explore* sections that highlight other similar or more advanced options you may want to try.

Modular and Self-Paced

Each chapter in the Tutorial is modular and presents one main topic along with associated features and exercises. You can stop at the end of an exercise or a chapter and resume at another session. You can skip around or continue straight through at your own pace.

Tutorial Assumptions

This Tutorial assumes the following:

- You know basic Macintosh operations.
- Kurzweil 3000 for Macintosh Version 4 using OS X is already installed on your machine.
- You have the Kurzweil 3000 for Macintosh Professional edition and a scanner installed if you plan on scanning and using image editing functions.

What You'll Need to Complete the Tutorial

Many of the exercises require certain documents from the Sample Files folder. During the installation process, be sure to place the Sample Files folder on your desktop. See your IT specialist if you are unable to locate the Sample Files folder.

If you are using a machine that accommodates multiple Kurzweil 3000 users, be sure to first copy the desired sample document before making changes to it.

We highly recommend going through Chapter 1, as it contains instructions and information that you'll apply as you work throughout the Tutorial.

Getting Help

If you need assistance at any time during this Tutorial, call Kurzweil 3000 Technical Support: 800-894-5374. For international calls please use: 781-276-0600.

1 Kurzweil 3000 Basics

In this chapter, you'll learn about the Kurzweil 3000 interface and basic Kurzweil 3000 functions:

- Starting Kurzweil 3000
- Quitting Kurzweil 3000
- Looking at the Kurzweil 3000 Interface
- Opening a Document from the Starting Points
- Working with Kurzweil 3000 Toolbars
- Working with Contextual Menus
- Saving and Renaming a Document
- Finding Help Using Command Keys
- Opening Kurzweil 3000 Preferences

The Benefits of Kurzweil 3000

Kurzweil 3000 offers features that benefit both students and teachers.

Kurzweil 3000 enables students to be independent learners and active classroom participants by:

- Supporting language decoding. Kurzweil 3000 is multi-sensory. You hear and see words, sentences, phrases or paragraphs as you read.
- Encouraging fluency. Kurzweil 3000 provides opportunities for repetition, and customizing settings to match individuals' current and target reading and learning levels.
- Aiding self-correction. Kurzweil 3000 can read back what's typed, and provides easy-to-access reference and correction tools while reading, writing and studying.
- Promoting comprehension. Study skills tools make it easy to learn important ideas from class material, to produce many types of notes and summaries for review, and to organize thoughts for writing assignments.
- Building vocabulary. Vocabulary Lists make collecting and learning new words easy tasks.
- Supporting test taking. Kurzweil 3000 enables students to hear the test read aloud, enter answers electronically, and read their answers.

Kurzweil 3000 enables teachers to quickly prepare and customize classroom and test material to meet any curriculum objective and educational initiative. You can:

- Provide students with access to a wide range of electronic source material from scanned documents to Web pages.
- Use Notes, Highlighting, Vocabulary Lists and editing tools to prepare pre-reading and learning aids, such as word and question lists, and study guides.
- Customize and lock features to accommodate multiple learning requirements and to provide an appropriate test-taking environment.

By going through this Tutorial, you'll have the opportunity to see how versatile and comprehensive Kurzweil 3000 is.

Before You Begin

Ensure the following:

- Kurzweil 3000 has been installed on your system. See your Technology Specialist or System Administrator to find out the exact location where it was installed. Typically, it would be in the Applications folder.
- If Kurzweil 3000 is not installed, see your Technology Specialist or System Administrator. Or refer to the *Kurzweil 3000 for Macintosh Version 4 Standalone (or Network) Installation Guide* for instructions.
- A scanner and a printer are connected to your system if you plan on scanning and printing while working with this Tutorial.
- The **Sample Files** folder is also on your desktop for easy access to files with which you will be working.
- If you're unable to find the Sample Files folder, see your Technology Specialist or System Administrator. Or re-insert the product CD, open the Extras folder and drag the Sample Files folder onto your desktop.

Starting Kurzweil 3000

In this exercise, you will start Kurzweil 3000 and log in, if applicable.

1. Upon installation, the Kurzweil 3000 application icon appears on your system.

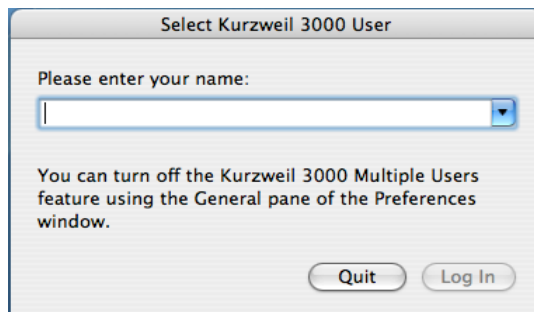
To start Kurzweil 3000, double-click the icon.



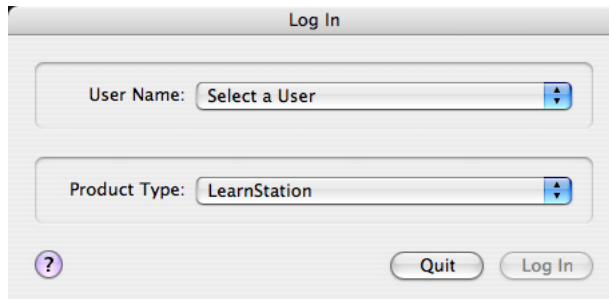
What You See

Kurzweil 3000 launches and displays the credits screen, then, depending on your system and how Kurzweil 3000 is set up, you may see a login window:

The **User Name window** indicates that you are using a standalone machine with multiple users, and that automatic sign-in is not set up.



The **Welcome window** indicates that you are using the Kurzweil 3000 Network edition and that you are logging on to the Kurzweil 3000 Network Server.



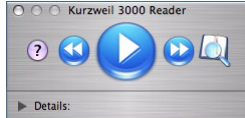
2. Log on by typing your user name or by clicking the list arrow and selecting your name.

What You See

If automatic user sign-in is set up, or when your sign-in is successful, and this is the first time Kurzweil 3000 is being accessed, a **Welcome document** and a **Tip of the Day** window appear on your desktop.

Two other elements you should see upon startup are:

- The **Kurzweil 3000 Reader**, which gives you handy access to Start and Stop Reading, Lookup Word and Reading settings:



- And the **Tools** palette, which gives you easy access to Study Skills tools:



3. You will get a quick tour of these and other Kurzweil 3000 interface elements in a subsequent section, for now, go to the next section to learn how to quit Kurzweil 3000.

Quitting Kurzweil 3000


You actually do not have to quit Kurzweil 3000 now; just keep in mind that at any time during this Tutorial, you can do so by choosing **Quit Kurzweil 3000** from the **Kurzweil 3000** application menu.

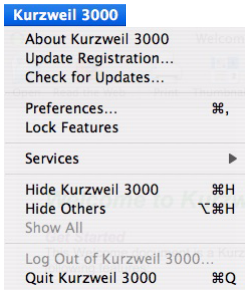
Continue with the Tutorial. In the next few exercises, you'll explore several aspects of the Kurzweil 3000 interface.

Looking at the Kurzweil 3000 Interface

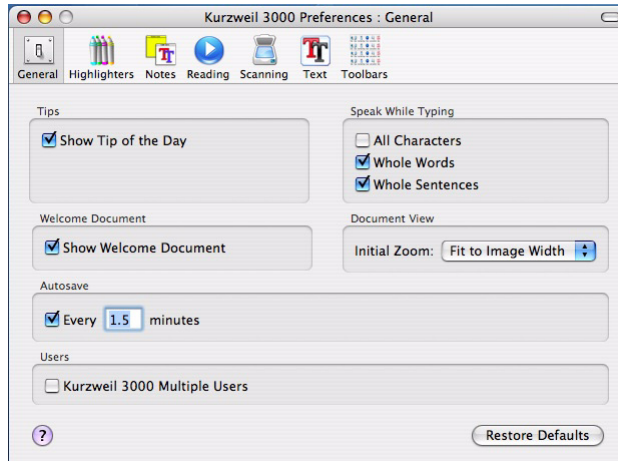
In this exercise, you'll take a quick tour of various aspects of the Kurzweil 3000 interface, including Menus, Preferences, the Reader, the Tools palette, Starting Points, toolbars and document windows.

Wherever you see, ***Try this:***, you may opt to do or not do the step. There will be other opportunities in the Tutorial to work with the features covered in this exercise.

1.	If you don't have Kurzweil 3000 started from the previous exercise, start it now by double-clicking the Kurzweil 3000 application icon.
	<p><i>What You See</i></p> <p>The Welcome document window and the Tip of the Day, display along with the Tools palette, the Reader and the Menu bar whenever you start Kurzweil 3000.</p>  <p>The screenshot shows the Kurzweil 3000 application window. The menu bar at the top includes File, Edit, Read, View, Tools, Scan, Format, Window, and Help. Below the menu bar is a toolbar with icons for New, Open, Read the Web, Print, Thumbnails, Bookmarks, and Spell Check. On the left side is a vertical Tools Palette with various icons for text manipulation. The main window displays a 'Welcome to Kurzweil 3000' document. Overlaid on the right side is a 'Kurzweil 3000 Reader' window with navigation buttons. A 'Tip of the Day' window is also visible, providing instructions on how to change the default font. Labels with arrows point to the Menu Bar, Toolbar in a Document Window, Reader, Tools Palette, and Tip of the Day Window.</p>

	<p>The Menu bar along the top of the screen contains menus that provide access to all of Kurzweil 3000 features and functions. The menus are: Apple, Kurzweil 3000 application, File, Edit, Read, View, Scan, Tools, Format, Window, and Help.</p>
2.	<p>Take a look at the Kurzweil 3000 menu on the Menu bar.</p> <p>This is where you can check for software updates, lock features, or changes Preferences such as turning off the automatic display of the Welcome document and the Tip of the Day.</p>  <p>The screenshot shows the 'Kurzweil 3000' application menu. The menu is open, displaying the following options: 'About Kurzweil 3000', 'Update Registration...', 'Check for Updates...', 'Preferences...' (with a keyboard shortcut '⌘,'), 'Lock Features', a 'Services' section with a right-pointing arrow, 'Hide Kurzweil 3000' (with a keyboard shortcut '⌘H'), 'Hide Others' (with a keyboard shortcut '⌘⇧H'), 'Show All', 'Log Out of Kurzweil 3000...', and 'Quit Kurzweil 3000' (with a keyboard shortcut '⌘Q'). The menu has a light gray background and a blue title bar at the top.</p>

Try this: Turn off **Tip of the Day** or the **Welcome document**. Click **General**, if it is not already selected, and deselect **Show Tip of the Day** or **Show Welcome Document** by clicking its box:



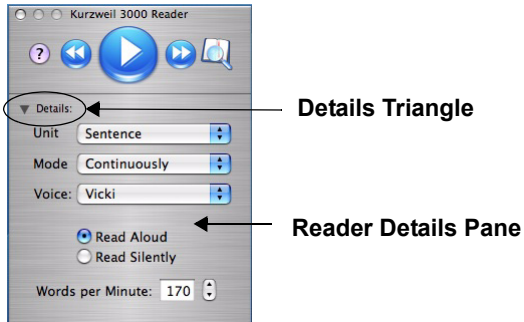
When you're done, close the window by clicking the **Close** (red) button in the upper-left-hand corner. The next time you start Kurzweil 3000, whichever window you turned off in the General Preferences will no longer appear.

3. Take a look at the Kurzweil 3000 Reader.
The Reader stays on your screen whenever Kurzweil 3000 is active, providing access to Read commands, Lookup word functions, and Reading settings.

**Try
this:**

Open the Reader Details pane.

Click the triangle button in the **Reader** to open the **Details** pane. This is where you can change Reading settings.



To close the **Details** pane, click the triangle again.

4. Take a look at the Tools palette.

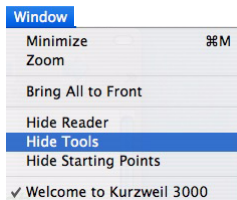
Move your cursor to the **Tools** palette. It contains all the Study Skills tools, including Notes, Color Highlighters and Bookmarks.

Pause your cursor at any of the buttons to see the Help Tags.

Try this: Show or hide the Tools palette.

You can show and hide many features in Kurzweil 3000. The **Tools** palette is one of them. You can close the palette by using the window **Close** button or do the following:

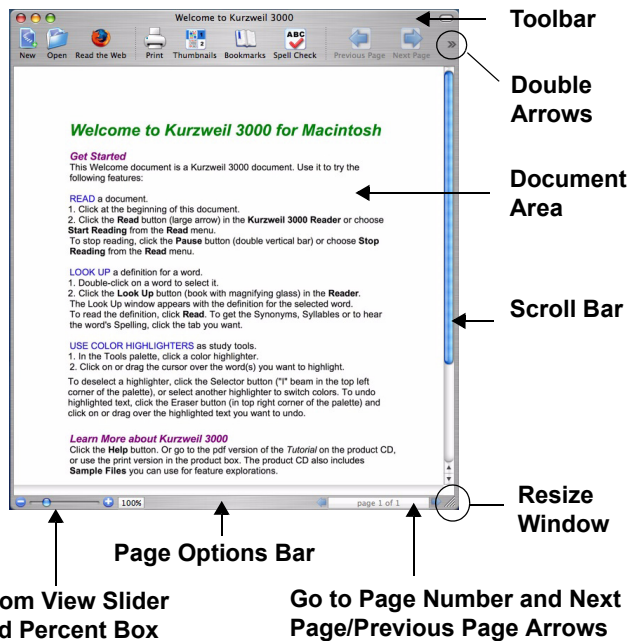
Open the **Window** menu and choose **Hide Tools**.




Notice that the Tools palette no longer displays.

5. Take a quick look at the document window.

At the top of the document window is the **Toolbar** which contains the tools appropriate to a document type: text or image. There are six toolbars from which you can choose. The double right arrow button at the far right indicates that there are additional buttons available.




At the bottom is the **Page Options** bar containing Zoom View and Page navigation tools.

Try this:	<p>Change the zoom view of the document by using the Page Options bar.</p> <p>Drag the slider button. Notice the zoom percentage change as you do this. You could also type a percent value into the Percent box.</p>
6.	<p>Take a look at another interface element: the Starting Points window.</p> <p>Close the Welcome document and the Tip of the Day window by clicking the Close (red) button in the upper-left corner of the window.</p>
	<p>What You See</p> <p>The Starting Points window provides a quick way to create new or open existing documents, and to scan documents.</p>  <p>The screenshot shows a window titled "Starting Points" with a light gray background. It contains four icons arranged horizontally. From left to right: a blue document icon with a green plus sign and the word "New" below it; a blue folder icon with the word "Open" below it; a colorful globe icon with the text "Read the Web" below it; and a white scanner icon with the word "Scan" below it.</p>
7.	<p>You may end here or continue to the next exercise to open and work with a document.</p>

Opening a Document from the Starting Points

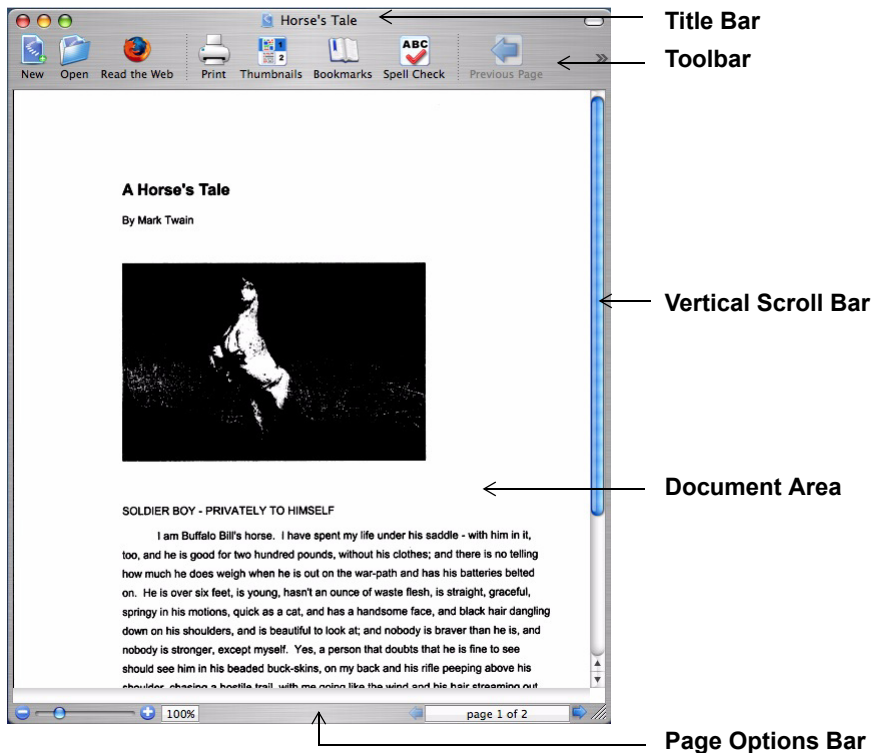
In this exercise, you use the **Starting Points** window to open a document, explore the document window and work with a some tools to navigate in a document.

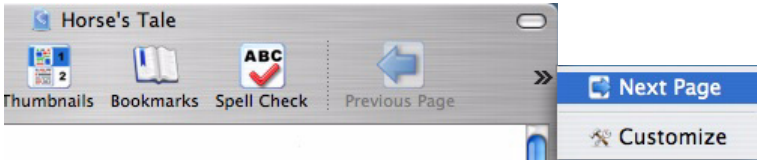
1.	<p>You should have Kurzweil 3000 started from the previous exercise. If not, start it now by double-clicking the Kurzweil 3000 icon.</p> <p>The Sample Files folder should also have been copied to the desktop. If it's not, find it on the product CD in the Extras folder. If you do not have the product CD, see your Technology Specialist or System Administrator.</p>
2.	<p>Click the Open button in the Starting Points window.</p>  <p>Note: If you do not see the Starting Points window, close any documents you may have open, or choose Show Starting Points from the Window menu.</p> <p>In the Open File window, find and click Desktop.</p> <p>Find and click Sample Files.</p> <p>Find and click Horse's Tale.</p> <p>Click the Open button in the window.</p>

What You See

The **Document window** consisting of:

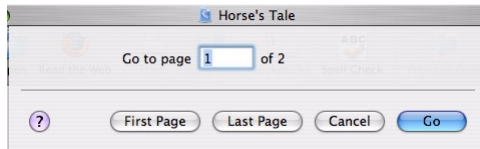
- The **Title bar** with the name of the document and the icon associated with the file format.
- The **Toolbar** presents available tools.
- The **Vertical Scroll bar** lets you scroll through the document.
- The **Document Area** which contains the current page.
- The **Page Options bar** for page zoom and go to page.



	<p>You can scroll, close, minimize, resize and move the window just like any Macintosh window.</p>
3.	<p>See more options on a toolbar.</p> <p>In this document window, there is a double arrow button indicating that there are additional options on the Toolbar.</p> <p>Click the double arrows to see the additional options.</p> 
4.	<p>Go to a page by using the toolbar.</p> <p>If there are multiple pages in a document, as there are in this one, you can use a number of different ways to navigate.</p> <p>Click the Next Page button from the toolbar. You should see page 2 of the document.</p>
5.	<p>Go to a page by using the Page Number box in the Page Options bar.</p> <p>You can accomplish the same task by using the arrow buttons or the Page Number box in the Page Options bar as follows:</p> <p>Click the Page Number box.</p>

What You See

The **Go to Page** sheet appears beneath the **Title** bar.



6. In the **Go to page** box, type the page number you want and click **Go**. You could also simply select the **First Page** or **Last Page** button.

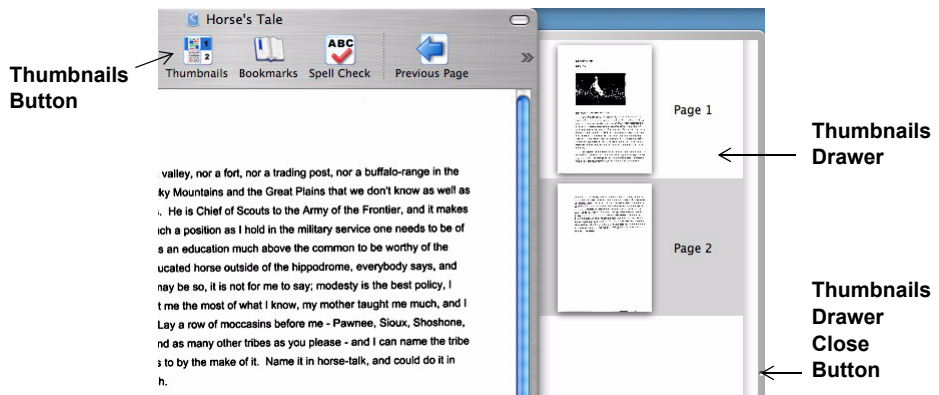
7. **Go to a page using the Thumbnails view.**

Click the **Thumbnails** button in the toolbar.



What You See

The **Thumbnails drawer** opens on the right-hand side of the document window, displaying all the pages in the document.



8. Click the Page 2 thumbnail to open page 2, and close the Thumbnails drawer by dragging the close drawer button.
9. Continue to the next exercise to explore Kurzweil 3000 toolbars.

Working with Kurzweil 3000 Toolbars

Kurzweil 3000 provides many different ways to access commands and features. Toolbars provide quick access to frequently used commands and features in the form of buttons.

Kurzweil 3000 provides a set of toolbars: Classic, Document Preparation, Exploring, Scanning, Studying, and Writing. The toolbar that displays depends on the type of document that's open, and the default toolbar specified in the **Toolbars Preferences**.

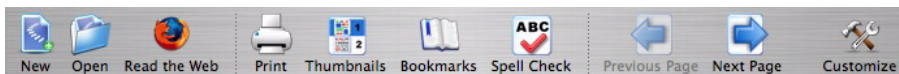
If you've completed the previous exercises, you would have had the opportunity to see some toolbar features. As you continue through the Tutorial, you'll work with many more toolbars. In this exercise, you'll learn how to:

- Show and Hide toolbars
- Change toolbars

1.	You should have "Horse's Tale" from the Sample Files folder open from a previous exercise. If it's not, open it now.
----	--

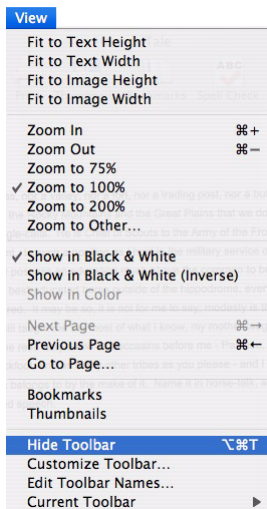
What You See

Because the current open document is an “image” document, you should see the **Exploring** toolbar, which contains the following buttons, from left to right: **New** (document), **Open**, **Read the Web** (if available), **Print**, **Thumbnails**, **Bookmarks**, **Spell Check**, **Previous Page** and **Next Page** arrows, and **Customize**, which enables you to customize toolbars with the buttons you use most often.



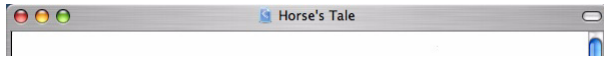
2. Hide the toolbar.

From the **View** menu, choose **Hide Toolbar**.



What You See

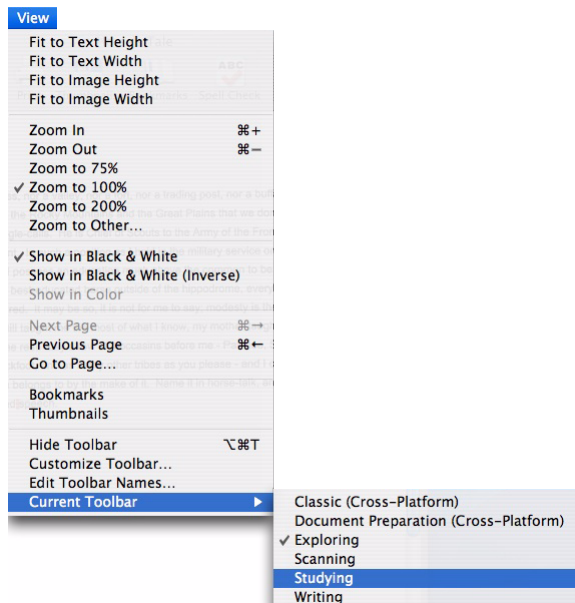
The toolbar under the Title bar is no longer showing.

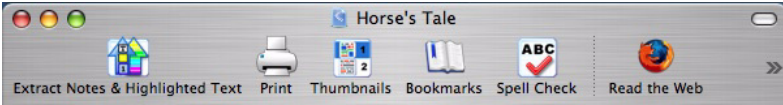
**3. Show the toolbar.**

From the **View** menu, choose **Show Toolbar** to display the toolbar again.

4. Switch to another toolbar.

From the **View** menu, choose **Current Toolbar** then **Studying**.



	<p><i>What You See</i></p> <p>The document window now displays the Studying toolbar.</p> 
5.	<p>Switch back to the original toolbar.</p> <p>From the View menu, choose Current Toolbar then Exploring.</p>
6.	<p>Continue to the next exercise to explore Kurzweil 3000 menus.</p>

Additional Toolbar Features

You can:

- Rename toolbars.
- Customize toolbars for specific tasks or users.
- Change the default toolbar for each document type by using the **Toolbars Preferences**.

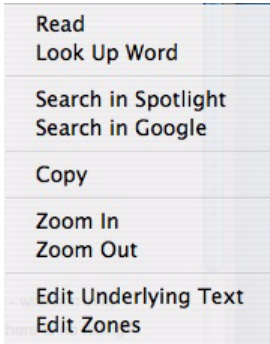
For details on editing toolbar names, customizing toolbars and Toolbars Preferences, refer to online Help.

Working with Contextual Menus

While you are working in an image or text document, or in Zone Editing mode, you can hold down the **Control** key and click the mouse button (“control-click”) to open a menu. These menus are “contextual;” that is, the commands they present are specific and relevant to the circumstances in which you invoke them.

In this exercise you will open and explore the contextual menus for an image document and text document.

1.	You should have “Horse’s Tale” from the Sample Files folder open from a previous exercise. If it’s not, open it now.
2.	Show the image document contextual menu. Click somewhere in the document window, hold down the Control key and click.

	<p><i>What You See</i></p> <p>The contextual menu for image documents appears.</p>  <p>Notice that from the image document contextual menu, you can start reading, do searches (if available), change document view and perform image editing operations.</p>
3.	<p>Zoom in and out.</p> <p>Choose Zoom In and then open the contextual menu again and choose Zoom Out to change the document view.</p>

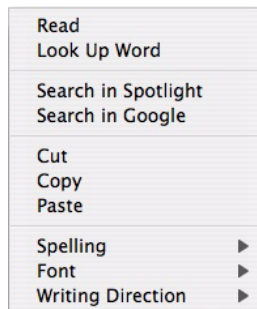
4. Show the text document contextual menu.

In order to see the contextual menu for a text document, you must open a text document. Click the **New** button in the *Horse's Tale* toolbar to open another document. Recall that the New button creates a text document.

Click inside the document area, and hold down the **Control** key and click. Optionally, you can type a word or two, select a word, and then control-click. This way, you will be able to see more active commands on the menu. If you make a spelling error while typing and you select the misspelled word, and control-click, you would see yet another contextual menu.

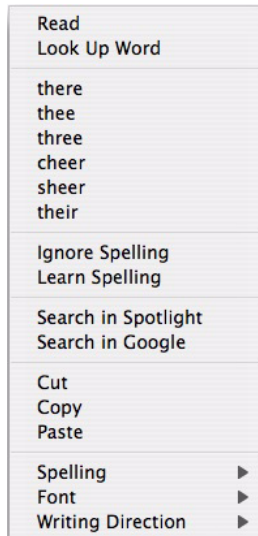
What You See

The contextual menu for text documents.



What You See

If you had selected a misspelled word in a text document, you would see a similar contextual menu as the one below.




- | | |
|-----------|--|
| 5. | Click outside the contextual menu to close it. |
| 6. | Close the text document without saving it. |
| 7. | Close <i>Horse's Tale</i> without saving it. |
| 8. | Continue to the next exercise to rename and save a document. |

Renaming and Saving a Document

In this exercise, you'll save the open document as another file so that you can work with the newly saved document.

Throughout the Tutorial, you'll need to do this procedure frequently. In fact, every time you want to work with a sample file, it's a good idea to save and rename it first, and then work with the duplicate to ensure that you always have an original.

If you already know how to save and rename a document by using the **Save As** command, please do so now, otherwise follow the steps in this exercise.

1.	You should have "Horse's Tale" open on the desktop from the previous exercise.
2.	<p>Save the document as another file.</p> <p>Choose Save As from the File menu.</p>
	<p><i>What You See</i></p> <p>The Save As sheet opens under the Title bar.</p>  <p>The screenshot shows a 'Save As' dialog box titled 'Horse's Tale'. It has a 'Save As:' text field containing 'Horse's Tale', a 'Where:' dropdown menu set to 'Desktop', and a 'File Format:' dropdown menu set to 'Kurzweil 3000 Document'. At the bottom, there are 'Cancel' and 'Save' buttons. The dialog box is overlaid on a window titled 'Horse's Tale'.</p>

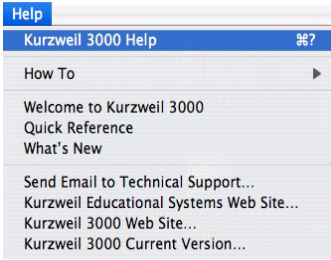
3.	<p>In the Save As box, insert the word, “my,” at the beginning. The title should now be “my Horse’s Tale.”</p> <p>From the Where list, choose Desktop to place a copy of this document at the desktop level for quick access throughout the Tutorial.</p>
4.	Click Save .
5.	Continue to the next exercise to learn how to access Kurzweil 3000 Help using Command Keys.

Finding Help Using Command Keys

You've learned that there are a number of ways to access Kurzweil 3000 commands: from the toolbar and the menu bar.

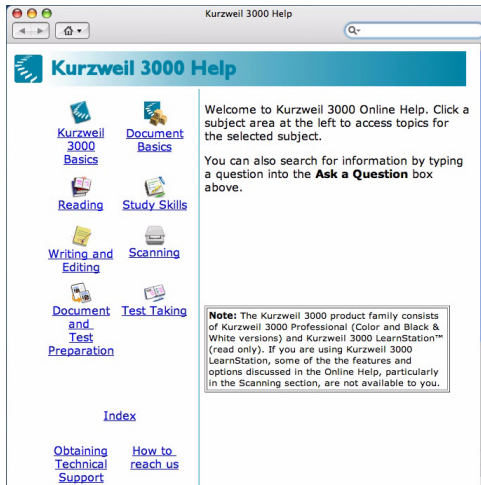
In this exercise, you'll access Kurzweil 3000 Help using a keyboard shortcut for the Kurzweil 3000 Help command that is on the Help menu. Many commands have command-key equivalents that enable you to execute them quickly.

After working through this exercise, display some of the other menus to find other useful command key shortcuts.

1.	Open the Help menu and find Kurzweil 3000 Help .
	<p><i>What You See</i></p> <p>The Help menu. There is a variety of Help available on this menu: How To videos tutorials, Quick Reference, as well as direct links for sending email to Technical Support and for accessing the Kurzweil Educational Systems web site.</p>  <p>Note that the keyboard shortcut for Kurzweil 3000 Help is Command-Shift-?.</p>
2.	Press the Command-Shift-? key combination now.

What You See

Kurzweil 3000 **Help** window.



The left-hand pane contains the Index and various Help categories. The right-hand pane contains general information. At the top-right-hand corner is a search box where you can enter the topic or text for which you want help.

3. To obtain specific help, click the appropriate category links. Try any topic.
4. When you are finished, **Close** the window.
5. Continue to the next exercise to save and rename the document.

	<p>Note: Additional Help is available in most of the Kurzweil 3000 windows and sheets. Click on the question mark button.</p>
--	--

2 Reading and Reading Settings

In this chapter, you'll gain some practice in using reading functions, and learn how to:

- Magnify words for reading
- Look up word definitions, synonyms, syllables and spelling
- Change reading settings

The topics covered in this chapter are:

- Reading in Kurzweil 3000
- Starting and Pausing Reading
- Magnifying Each Word Kurzweil 3000 Reads
- Using Word Lookup
- Changing Reading Unit and Reading Speed
- More to Explore: Changing Other Reading Settings
- More to Explore: Creating an Audio File

Reading in Kurzweil 3000

Kurzweil 3000 is designed to:

- Improve reading comprehension.
- Support independent reading.
- Increase reading speed.

Its multi-sensory support lets you hear the words read aloud, and see each word highlighted as it reads.

Kurzweil 3000 **Read** functions let you accommodate individual needs and different learning abilities and levels. For instance, it's possible to:


- Read by different units: by word, by phrase, by line or by sentence.
- Read silently.
- Change the reading voice or speed.

There is one additional Reading-related feature that is beyond the scope of this Tutorial, but that is worth looking up in online Help: **Read the Web**. If your system is set up for Read the Web, we encourage you to apply the Reading operations you learn in this chapter to reading Web pages using Kurzweil 3000.

What you'll need for this chapter:


You should have the **Reader** showing. If it is not, choose **Show Reader** from the **Window** menu.

You will use the “my Horse’s Tale” document that you saved from the previous chapter. If you did not have the document, do the following:

1.	Find and open the Sample Files folder. You can use the Open button in Starting Points .  or the Open command from the File menu.
2.	Find and open the document called, “Horse’s Tale.”
3.	Choose Save As from the File menu.
4.	Rename the document “my Horse’s Tale” and choose Desktop from the Where list.
5.	Click Save .

Starting and Pausing Reading

In this exercise, you'll open a document and start and pause reading by using the **Reader** bar.

1.	<p>Open a document.</p> <p>Find and open the document entitled “my Horse’s Tale,” which you saved to your Desktop or saved from the previous chapter.</p> <p>Because the document is on your desktop, you can simply double-click on its icon to open it in Kurzweil 3000.</p> <p>If you did not save such a document, you'll find the steps for doing so at the end of the previous section.</p> <p>You may also use Open from the Starting Points window or from the File menu.</p>
2.	<p>Show Reader, if it is not showing.</p> <p>From the Window menu, choose Show Reader.</p>
3.	<p>Start Reading.</p> <p>Click the large Read arrow button in the Reader.</p> 

What You See and Hear

Kurzweil 3000 begins reading the text while using dual highlighting for you to follow along.

I am his favorite horse, out of dozens. Big as he is, I have carried him eighty-one miles between nightfall and sunrise on the scout; and I am good for fifty, day in and day out, and all the time. I am not large, but I am built on a business basis. I have carried him thousands and thousands of miles on scout duty for the army, and there's not a gorge, nor a pass, nor a valley, nor a fort, nor a trading post, nor a buffalo-range in the

By default, the word it is reading is in green highlighting, while text in yellow indicates the “reading unit,” which by default is Read by Sentence. There are other color combinations you can select from the **Reading Preferences**.

Notice also that in the Reader, the arrow is now a double vertical bar, the standard symbol for Pause.

**4. Pause Reading.**

Click the **Pause** button.

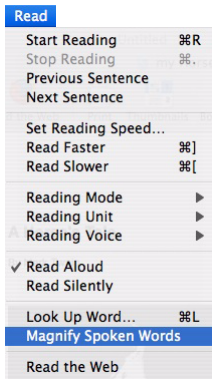
5. Continue to the next exercises to learn how to magnify text.

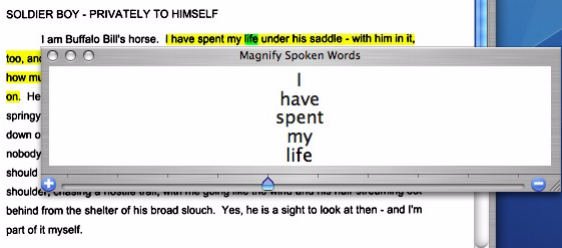
Magnifying Each Word Kurzweil 3000 Reads

There may be times when it's helpful to have the word Kurzweil 3000 is reading magnified so that it's easier to follow along.

The Magnify Spoken Words command opens a window that displays the spoken word in a larger font. There are a couple of options for Magnify Spoken Words; you can:

- Change the number of words you want displayed by using the slider at the bottom of the window.
- Change the font in the **Text Preferences**.


1.	You should have the document entitled “my Horse’s Tale,” open from the previous exercise.
2.	Click in the document where you want to begin reading. The beginning of the first paragraph is a good starting point.
3.	Open the Magnify Spoken Words window. Choose Magnify Spoken Words from the Read menu. 

4.	<p>Begin reading.</p> <p>Click the Read button in the Reader.</p>
	<p><i>What You See and Hear</i></p> <p>As Kurzweil 3000 reads, the Magnify Spoken Words window displays the word or words being spoken.</p> 
5.	<p>Stop reading.</p> <p>Click the Pause button in the Reader.</p>
6.	<p>Change the number of words displayed in the window.</p> <p>Drag the slider at the bottom of the window to the left to show fewer words; drag to the right to show more words. When fewer words are displayed, they appear larger; when more words are displayed, they appear smaller.</p> <p>Alternatively, you can use the Plus and Minus sign buttons.</p>
7.	<p>Close the Magnify Spoken window.</p>
8.	<p>Continue to the next exercise to look up words.</p>

Using Word Lookup

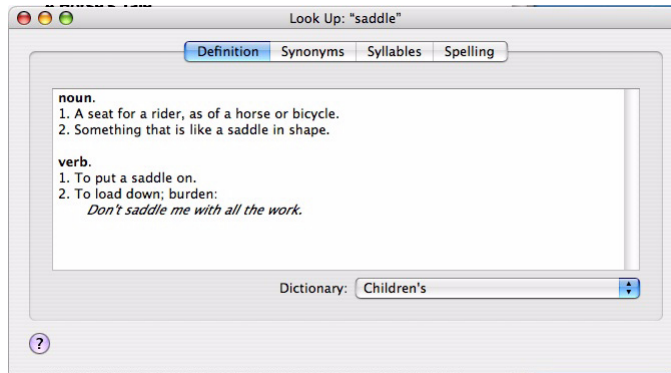
Kurzweil 3000 provides a comprehensive set of reference tools, including definitions, synonyms, syllables and spell word, designed to help improve vocabulary and increase word knowledge.

In this exercise, you'll have the opportunity to work with all four types of lookup. Note that in addition to finding information about a selected word, you can type a word to look up.

1.	You should have the document entitled "my Horse's Tale," open from the previous exercise. If you do not, see the instructions in <i>What you'll need for this chapter</i> , on page 41 .
2.	Select a word for lookup. Find and double-click the word "saddle" in the first line.
3.	Look up the definition. Click the Look Up Word button in the Reader . 

What You See

The **Look Up** window opens containing the **Definition(s)** for the word.

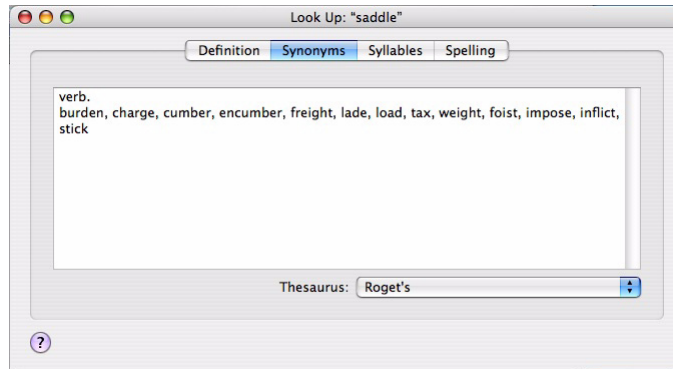


Notice the other options along the top. In addition to Definition, there are Synonyms, Syllables, and Spell Word.

4. Click the **Read** button in the **Reader** to read the definition.
5. Click **Pause** to stop reading.
6. **Look up the Synonyms.**
 Click **Synonyms**.
 Click **Read** to hear the contents.

What You See

The **Look Up** window displays the synonyms for the word.



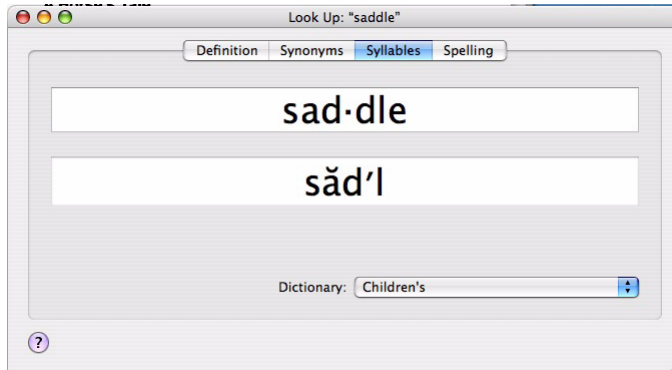
7. Look up Syllables.

Click **Syllables**.

Click **Read** to hear the contents.

What You See and Hear

The **Look Up** window displays the pronunciation and the dashed syllables for the word.



When you click Read, Kurzweil 3000 reads the word, reads the syllables and reads the word again.

8. Close the **Look Up** window.

9. **Look up a word you type.**

Click in an open area in the document window to deselect any words that may be selected.

Click the **Look Up Word** button in the **Reader**.

In the **Look Up** window, type a word, “horse,” then press the **Return** key.

In the **Look Up** window, click **Spelling**.

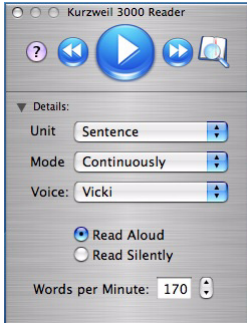
10. Click **Read**.

	<i>What You See and Hear</i> Kurzweil 3000 highlights and reads the word, then highlights each letter as it spells.
11.	When you are finished, close the Look Up window.
12.	Continue to the next exercise to learn how to change reading settings.

Changing Reading Unit and Reading Speed

Kurzweil 3000 provides default settings for reading. But not everyone reads at the same pace or level. You can customize reading for individual readers or use reading settings as part of a reading improvement plan.

In this exercise, you'll change the reading unit and reading speed.

1.	You should have the document entitled "my Horse's Tale," from the Sample Files folder open from the previous exercise. If you do not, see the instructions in <i>What you'll need for this chapter</i> , on page 41.
2.	<p>Change the reading unit using the Reader Details pane.</p> <p>Open the Reader Details pane by clicking the disclosure triangle in the Reader.</p> <p>Choose Word from the Reading Unit menu.</p>
	<p><i>What You See</i></p> <p>The Reader Details pane opens.</p> 

3.	<p>Read with the new Unit setting.</p> <p>In the document window, click where you want to read.</p> <p>Click the Read button to hear the selected reading unit in action. When you are finished, click Pause in the Reader.</p>
	<p><i>What You See and Hear</i></p> <p>Unlike the default Sentence Reading Unit, which highlights the spoken word and the sentence in which the word is located, the Word Reading Unit only highlights the spoken word.</p> <p style="text-align: center;">I am Buffalo Bill's horse. I have spent my life under his saddle - with him in it, too, and he is good for two hundred pounds, without his clothes; and there is no telling how much he does weigh when he is out on the war-path and has his batteries belted on. He is over six feet, is young, hasn't an ounce of waste flesh, is straight, graceful,</p>
<i>Try this:</i>	<p>Change the unit to Line or Phrase. When you're done, return the unit to Sentence. You'll find out more about the read by Highlights Only option in a later exercise.</p>
4.	<p>Change the reading speed using the Read menu.</p> <p>Choose Read Faster or Read Slower from the Read menu.</p>
5.	<p>Read with the new speed.</p> <p>In the document window, click where you want to read.</p> <p>Click the Read button to hear the new Reading Speed. When you're done, click Pause.</p>

- | | |
|-----------|--|
| 6. | If you want to continue, try More to Explore .
Otherwise, this is a good place to end if you wish to take a break. Save and close “my Horse’s Tale.” |
|-----------|--|

More to Explore: Changing Other Reading Settings

For additional practice and exploration, try the optional tasks below.

Setting Reading Speed Using Word per Minute

Open the **Reader Details** pane, click in the **Words per Minute** box and type the desired speed or use the up and down arrows. Click **Read** in the Reader.

Reading Silently

Open the **Reader Details** pane, click **Read Silently**, then click **Read**.

You’ll see Kurzweil 3000 highlighting the current word and the selected Reading Unit, but you do not hear it read aloud.

When you’re done, choose **Read Aloud** from the **Read** menu, to return to the default setting.

Changing the Reading Voice

Open the **Reader Details** pane, choose a different name from the **Voice** menu, then click **Read**.

Note: Be sure Read Aloud is selected to hear Kurzweil 3000 read.

More to Explore: Creating an Audio File

Repetition is an important part of reading and knowledge acquisition. In addition to providing opportunities with Kurzweil 3000 for reading material repeatedly, and in different formats such as in study guides (see [Study Tools](#) on page 55), you can create audio files of the material so that they are available at home or any where, at any time, on MP3 players and iPods, or from iTunes.

1. Open “my Horse’s Tale,” if it isn’t already.
2. From the **File** menu, choose **Create Audio File**.
3. Explore and experiment with the different **Voices**, settings and formats.

3 Study Tools

In this chapter, we'll be covering the following topics:

- Kurzweil 3000 for Studying
- Using Sticky and Text Notes for Note Taking
- Removing Notes
- Using Color Highlighters to Note Different Types of Information
- Reading Highlighted Text
- Extract Highlighted Text to Create a Study Guide in Outline Format
- Creating a Multiple-Choice Question Bubble Note
- Answering a Multiple-Choice Question Bubble Note

Kurzweil 3000 for Studying

Kurzweil 3000 offers a wide range of Study Skills tools that are accessible from the **Tools** palette and from the **Tools** menu:

- **Highlighters**, in multiple colors, for highlighting important ideas as you read. These are electronic versions of the highlighter pens you're familiar with.
- **Five types of Notes**. Sticky, Text, Voice, and Footnotes help students remember key points, create study notes and questions, and/or insert footnotes in research papers. Text Notes are especially important for taking tests using Kurzweil 3000. Teachers can use Notes to embed reminders, prompts, and additional information in student material. In addition, Bubble Notes enable teachers to embed questions and quick quizzes to monitor students' comprehension and progress.
- **Circle Text** tools in two colors are ideal for circling new words or areas in the text that you don't understand, as well as for selecting answers on worksheets and tests.
- **Bookmarks** are ideal placeholders for important passages in the material.
- The **Extract Notes & Highlighted Text** feature from the **File** menu pulls out notes and highlights, and puts them into a new study document, or into outline format.

In this chapter, you'll work with Sticky and Text Notes, and Highlighters. You will work with the Extract command to create a study

document. For information on Voice Notes, Footnotes, Circle tools, and Bookmarks see online Help. In addition, you'll create, open and read, and answer a question in a Bubble Note. There are a great deal more options with Bubble Notes that are beyond the scope of the Tutorial to present; we encourage you to refer to online Help for details.

What you'll need for this chapter:

You'll need the following showing: **Reader**, the **Tools** palette, and the **Studying** toolbar. To show the **Reader** and the **Tools** palette, choose the appropriate **Show** command from the **Window** menu. See the next subsection to switch to the Studying toolbar.

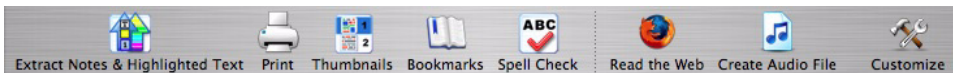
You will use the “my Horse’s Tale” document that you saved from a previous chapter. If you did not save such a document, do this:

1.	Find and open the Sample Files folder. You can use the Open button in Starting Points or the Open command from the File menu.
2.	Find and open the “Horse’s Tale” document.
3.	Choose Save As from the File menu.
4.	Rename the document “my Horse’s Tale” and choose Desktop from the Where list.
5.	Click Save .

Switching to the Studying Toolbar

While the **Tools** palette is adequate for using study tools, the **Studying** toolbar may be an added convenience because it contains the **Extract Notes & Highlighted Text** button to give you quick access to collecting your notes into a separate document for studying.

From the **View** menu, click **Current Toolbar**, then choose **Studying**.




Using Sticky and Text Notes for Note Taking


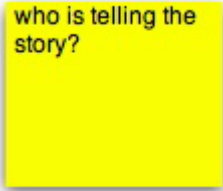
Sticky Notes are helpful as reminders and prompts. You can also create questions as you read.


Text Notes are very useful not only in adding study notes to your lesson and classroom documents, but they are also the tool you use in filling out forms, worksheets, and tests.

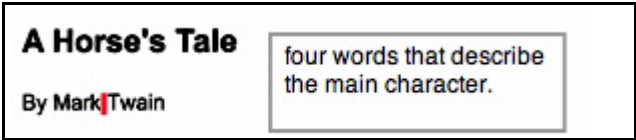
Sticky and Text Notes are editable, and you can change their format, and remove them.

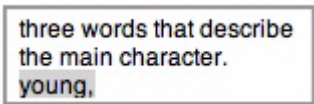
Note: Sticky and Text Notes are available only in image documents, documents that you scan or open from other applications.

1.	Find and open the document entitled “my Horse’s Tale.”
2.	<p>Create a Sticky Note.</p> <p>Click the yellow Sticky Note button in the Tools palette.</p> 
	<p><i>What You See</i></p> <p>In the document window, the cursor has the Sticky Note icon attached.</p>

3.	<p>Place the Sticky Note and size it.</p> <p>Because Sticky Notes can cover the document contents below, you may want to place them in empty spaces like Margins.</p> <p>Place the cursor to the right of the horse image, then drag the note until it is the desired size.</p>
	<p><i>What You See</i></p> <p>The yellow Sticky Note is ready for you to add text.</p> <div data-bbox="333 630 776 829"></div>
4.	<p>Add text to the Sticky Note.</p> <p>Move the cursor over the Note until the hand cursor appears, then click.</p> <p>At the vertical text cursor, type: “Who is telling the story?”</p>
	<p><i>What You See and Hear</i></p> <p>By default, Kurzweil 3000 reads as you type and edit text.</p> <div data-bbox="342 1241 564 1432"></div>

5.	Move the Sticky Note. Click outside the note. Move the cursor over the Note until the Hand cursor appears, then click and drag the note to a new location.
6.	Create a Text Note. Click the bold “T” Text Note button in the Tools palette. 
	<i>What You See</i> The cursor has the Text Note icon attached.
7.	Place the Text Note. Because Text Notes are transparent and can show the contents below, it's best to place them in empty spaces like margins. Click to the right of the title.
	<i>What You See</i> The red border of the Text Note .

8.	Add text to the Text Note. Move the cursor over the Note until the hand cursor appears, then click. Type: “four words that describe the main character.” To start a new line, press the Return key.
	<i>What You See and Hear</i> The Text Note border turns gray and automatically resizes as you type.  By default, Kurzweil 3000 reads as you type and edit text.
9.	Edit a Note. Click inside the Text Note. Change the word “four” to “three.” You can edit and change the format of the text using the commands on the Edit and Format menus. You can also spell check Notes.

10.	<p>Dragging text into a Text Note.</p> <p>Find the word, “young” in the paragraph. Select, then drag and drop it into the text note.</p> <p>As you go through and read the document, you could annotate and add details to your notes in this way.</p>
	<p><i>What You See</i></p> <p>The text added to the Text Note.</p> 
11.	<p>Read a Note.</p> <p>Click inside either Note, then click the Read button in the Reader.</p>
12.	<p>This a good time to save the document.</p>
13.	<p>Continue to More to Explore to practice removing a Note, or to the next exercise to Extract Notes. If you need to end at this exercise, click the Close button.</p>

More to Explore: Removing Notes

To do this exercise, you can use the “my Horse’s Tale” document containing notes. You should already have Notes in the document.

You can use these same steps to remove Highlights, Bookmarks and Circles.

1. Click the **Eraser** button in the **Tools** palette.



2. Click the desired Sticky or Text Note to remove it.

Kurzweil 3000 removes the Note.

To return the Note, choose **Undo** from the **Edit** menu.

3. To select text again, click the **Selector**.



For Highlights, there is an additional feature: by double-clicking the Eraser, you can remove all highlights in the document.

Using Color Highlighters for Studying

Highlighters are important study tools. Using Kurzweil 3000 highlighters, you can:

- Associate different concepts with different colors. You could use yellow for main ideas, green for details, cyan for vocabulary, and so on.
- Have just the material you highlighted read aloud.
- Extract highlighted material and create new documents that can serve as study aids.

Highlighters work in both image and text documents. Students can also use them to select answers on multiple-choice tests.

Kurzweil 3000 highlighters come in four colors, making it easy to organize and categorize information while reading or studying.

In this exercise, you'll use yellow for main ideas and green for details.

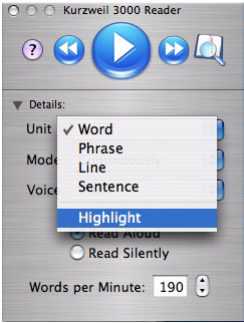
1.	Find and open the document entitled "my Horse's Tale" if it isn't already open.
2.	<p>Highlight a main idea. While you can designate any color to be the main idea, yellow is typical.</p> <p>Click the Yellow Highlighter button in the Tools menu.</p> <p>Click at the beginning of the text you want, then drag the Highlighter cursor to the end of the phrase to select it. In this case, try, "Buffalo Bill's."</p>

3.	<p>Highlight details. This time try green.</p> <p>Click the Green Highlighter button in the Tools menu, then use it to select the text you want.</p> <p>In this case, try as many of the following as you want: “two hundred pounds,” “over six feet,” “young,” “graceful,” “quick,” “handsome,” and “braver.”</p>
4.	<p>Highlight another main idea and its associated details.</p> <p>Try: “favorite horse” for main idea in yellow highlighter. In green highlighter select: “not large,” “good family,” “best-educated,” and “best-mannered.”</p>
5.	<p>Stop highlighting.</p> <p>Click the Selector button.</p>
6.	<p>This is a good time to Save the document.</p>
7.	<p>Continue to the next exercise. If you need to end at this exercise, click the Close button.</p>

Reading Highlighted Text

This feature is particularly useful for reviewing a document or studying for a test.

In this exercise, you'll read the highlights you created in the previous exercise.

1.	Have the document entitled "my Horse's Tale" from the previous exercise open in the Kurzweil 3000 window. There should be some text highlighted.
2.	<p>Enable Read by Highlight.</p> <p>Choose Highlight from the Unit menu in the Reader Details pane.</p>  <p>The screenshot shows the Kurzweil 3000 Reader application window. At the top, there are navigation buttons: a question mark, a double left arrow, a play button, a double right arrow, and a speech bubble. Below these is a 'Details:' section. Under 'Unit', a dropdown menu is open, showing options: 'Word' (checked), 'Phrase', 'Line', and 'Sentence'. The 'Highlight' option is highlighted in blue. Below the menu, there are radio buttons for 'Read Aloud' (selected) and 'Read Silently'. At the bottom, there is a 'Words per Minute' slider set to 190.</p>
3.	<p>Read.</p> <p>Click anywhere before the first highlighted text. (If the document is on page two, go to the first page.)</p> <p>Use the Read/Pause button to read and stop reading.</p>

	<i>What You Hear</i> Kurzweil 3000 reads just the highlighted text.
4.	Reset the reading unit. Choose Sentence from the Unit menu in the Reader Details pane.
5.	Continue to the next exercise.

Extracting Highlighted Text to Create a Study Guide

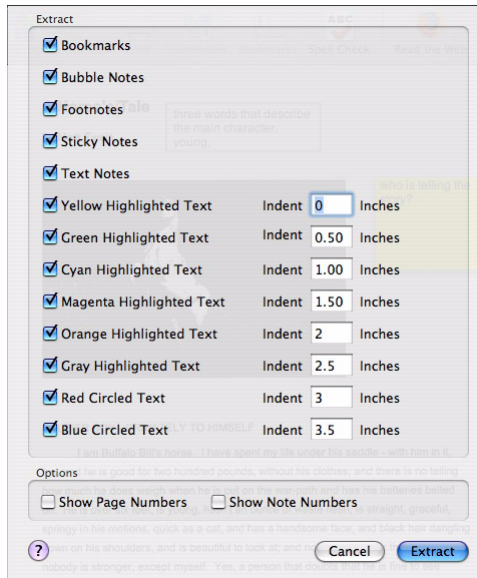
In this exercise and the next, you'll extract highlighted text into a new document.

Because that document will have a main idea and details that are indented, it can serve multiple purposes: as a study document, a pre-reading exercise, and as an outline from which to compose an essay.

1.	Find and open the document entitled "my Horse's Tale" from the previous exercise. It should have some text highlighted.
2.	Extract Notes and Highlighted Text. If you have the Studying toolbar showing, you can click the Extract Notes & Highlighted Text button, otherwise, choose Extract Notes & Highlighted Text from the File menu.

What You See

The **Extract Notes & Highlighted Text** window appears. By default all options are selected.



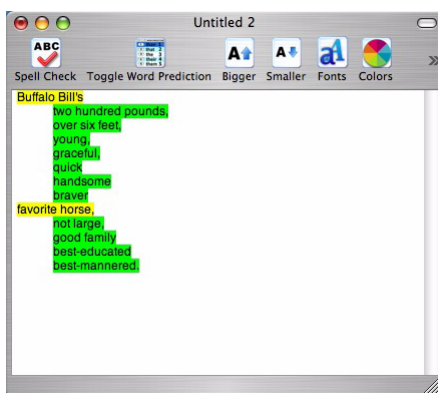
3. Deselect the types of notes you may have in the document; for instance, you may still have the Text and Sticky Note from a previous exercise.

4. Click **Extract**.

What You See

A new document containing the text you highlighted. By default, Kurzweil 3000 sets Yellow Highlights as Main Ideas, and subsequent colors as decreasing levels of details, which are indented in the extracted document.

Note: You can edit extracted documents using text editing functions.



5. To remove the highlight colors from the outline document, select the **Eraser** from the **Tools** palette and drag over the text.

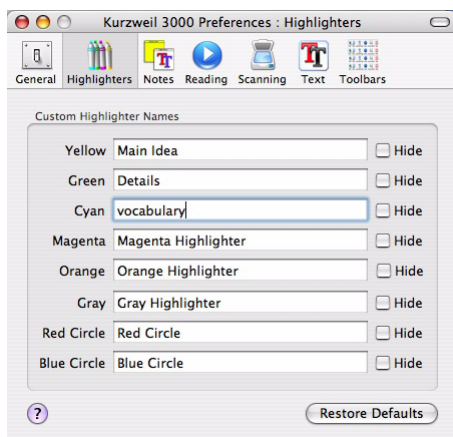
Click on the **Selector** button in the **Tools** palette to deselect the Eraser when you are finished.
6. **Save** and name the extracted document, “my horse outline,” then close the document.

7.	If you want, continue with More to Explore: Customizing Highlighter Names . If you need to end at this exercise, close “my Horse’s Tale.”
----	--

More to Explore: Customizing Highlighter Names

To label highlighters, for instance, “Main Idea” for yellow highlighting, “Detail” for green, “Vocabulary” for Cyan, and so on, do the following:

1. Open the **Highlighters Preferences** from the **Kurzweil 3000** menu.
2. Click in the desired highlighter color box, type the new name.



3. Open the **Tools** menu to see the new name(s) on the list.


Creating a Bubble Note

Bubble Notes are typically created by teachers to give students additional instructions or to pose quick questions to assess comprehension. You can have a Bubble Note:

- Either open or not open; read or not read when opened.
- Read before or after a unit, or after a word is read.
- Contain questions in a number of different formats, including Multiple Choice, Text Answers and Matches.

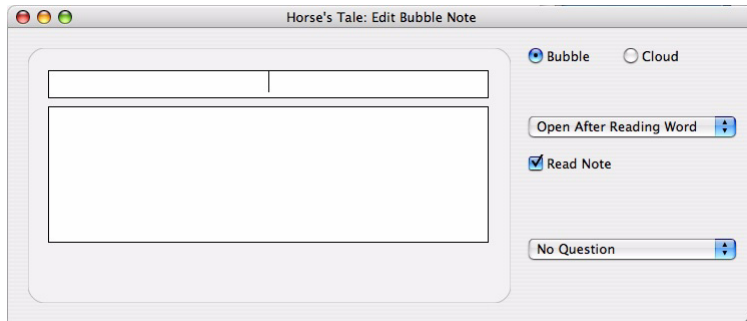
In addition, you can print Bubble Notes or extract Bubble Notes contents.

In this exercise, you'll create a simple Bubble Note with a question and specify how you want the question to be answered

1.	Find and open the document entitled “my Horse’s Tale” if it isn’t already open. Go to page one.
2.	<p>Place the Bubble Note anchor.</p> <p>Select the Bubble Note button from the Tools palette.</p>  <p>Place the Bubble Note cursor on the word “myself” at the end of the first paragraph, and click.</p>

What You See

The **Edit Bubble Note** window opens.



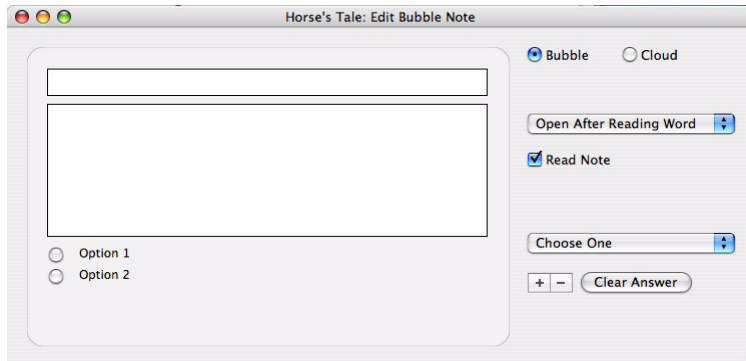
3. Decide how you want to structure this Bubble Note.

Should it contain a question to be answered, or instructions? Should the answer be a Short Text Answer, a Long Text Answer, Choose One answer, Choose Multiple answers, or Matches? For this exercise, opt for question with one possible answer.

Open the **No Question** list, and choose **Choose One**.

What You See

Two “Options” appear.



4. Type a question.

Click the top text box, and type: “How does the horse feel?”

5. Edit the Options.

Click “Option 1” to open its edit box, then select the text.

Type: “Sad.”

Click “Option 2,” and select the text.

Type “Proud.”

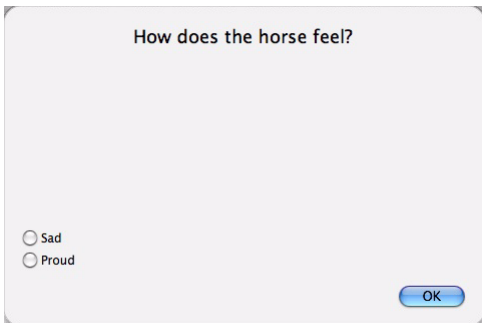
6. Close the Bubble Note to show the document window.

7. Important: The cursor should still be in Bubble Note mode. Be sure to click the **Selector** in the **Tools** palette to deselect it.

8. Continue to the next exercise to open and read the Bubble Note.

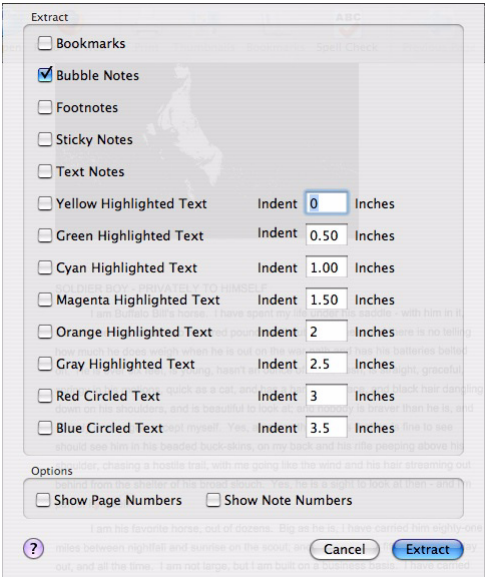
Answering a Question in a Bubble Note

By default, Bubble Notes open and are read aloud as students encounter them in using Kurzweil 3000 to read the text. In this exercise, however, you'll select, open and read the Bubble Note you created in the previous exercise, then answer the question in the Note.

1.	Find the Bubble Note anchor in "my Horse's Tale."
2.	<p>Open the Bubble Note.</p> <p>Click the Bubble Note anchor.</p>
	<p><i>What You See and Hear</i></p> <p>The Bubble Note window opens and Kurzweil 3000 reads the contents.</p> 
3.	Click the correct answer, then click OK.
4.	Be sure to Save the document.
5.	Continue to the next exercise to extract the Bubble Note.

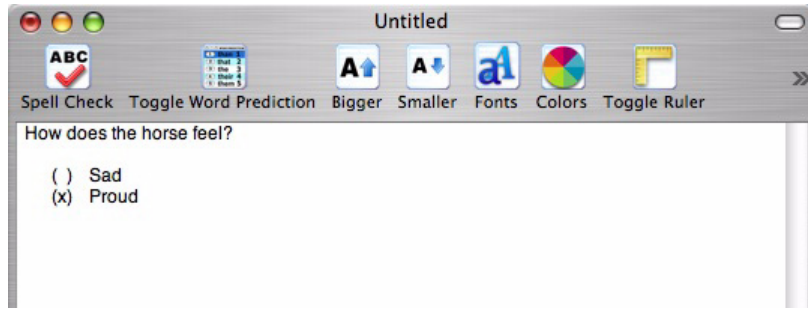
Extracting Bubble Note Contents

To check students' answers, you can use the Extract Notes & Highlighted Text command.

1.	Open the saved “my Horse’s Tale” document from the previous exercise. It should contain the Bubble Note with an answer.
2.	<p>Extract the Bubble Note contents.</p> <p>From the File menu, choose Extract Notes & Highlighted Text.</p> <p>In the Extract sheet, deselect all options except Bubble Notes.</p> <p>Then click Extract.</p> 

What You See and Hear

A new document containing the contents of the Bubble Note.



3. It's a good idea to **Save** and rename the document with the student's name, but since this is an exercise, you may discard this document.

4 Writing and Self-Correction

In this chapter, you'll find out how Kurzweil 3000 supports writing and self-correction efforts. Specifically, you'll learn about the following topics:

- Writing and Editing in Kurzweil 3000
- Creating a Text Document and Hearing What You Type
- More to Explore: Changing Speak While Typing Setting
- Using Word Prediction
- Looking Up a Word While Composing
- Dragging and Dropping Text
- Working From an Outline
- Spell Checking a Document
- More to Explore: Changing Formatting

Writing and Editing in Kurzweil 3000

Kurzweil 3000 provides a wide range of features that aid in writing and self-correction tasks:

- **Speak While Typing** enables students to hear what they type. Available from **General Preferences**, this feature can be set to speak each character, word, and/or sentence.
- **Word Prediction** enables students, as they write, to complete words or to select the next word from a list of possibilities.
- **Look Up tools** are also accessible while writing to help select appropriate words.
- **Notes and Highlighters** are useful in taking notes and marking main ideas and supporting details during the reading and research phase of the writing process.
- The **Extract** command is ideal for creating summaries and outlines that aid in writing composition.

In addition, it's possible to edit Kurzweil 3000 text documents in much the same way as you would in typical word processors. These features include Copy and Paste, drag and drop, Spell Checking, and Find and Replace. Formatting functions are on the Format menu, and are available as buttons on the **Writing** toolbar.

You've worked with Lookup Tools, Annotations, Highlighters, and the Extract command in preceding chapters. In this chapter, you'll work with **Speak as Typing**, **Word Prediction**, and use some typical editing functions such as dragging and dropping text and images, spell checking, finding and replacing text, and formatting.


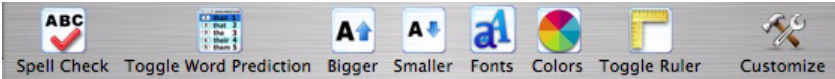
What you need for this chapter:

The **Starting Points** window and the **Reader** should be showing. If they are not, choose the appropriate **Show** command from the Window menu.

Creating a Text Document

When you type your own document in Kurzweil 3000, you are creating text that Kurzweil 3000 can read back to you.

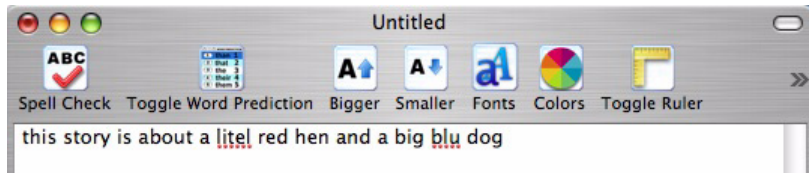
In this exercise, you'll create a new text document. As you type, you'll hear the Speak While Typing feature in action.

1.	You should have Kurzweil 3000 running on your desktop.
2.	<p>Create a new document by doing one of the following: Click the New button in the Starting Points window.</p>  <p>Or choose New from the File menu.</p>
	<p><i>What You See</i></p> <p>A blank, untitled, “text” document opens. Because this is a text document, the toolbar presented is the Writing toolbar.</p> 
3.	<p>Begin typing; include misspellings.</p> <p>Try: “This book is about a litel red hen and a big blu dog.”</p>

What You See and Hear

As you type, you should hear, by default, Kurzweil 3000 speaking each word. At the end of a sentence, it reads the whole sentence.

Notice that misspelled words are underlined.



4. Continue to the next exercise to work with Word Prediction.

More to Explore: Changing Speak While Typing

By default, Kurzweil 3000 speaks each word as you type, then at the end of a sentence, it reads the whole sentence. There's another setting: Speak All Characters. When this feature is enabled, Kurzweil 3000 reads each character as it is typed.


To see how this feature works, do the following:

1. Choose **Preferences** from the **Kurzweil 3000** menu, then click **General** if it is not already selected.
2. In the **Speak While Typing** area, click the **All Characters** box, then close the Preferences window.
3. In the document area, begin typing. You should hear each character spoken aloud.

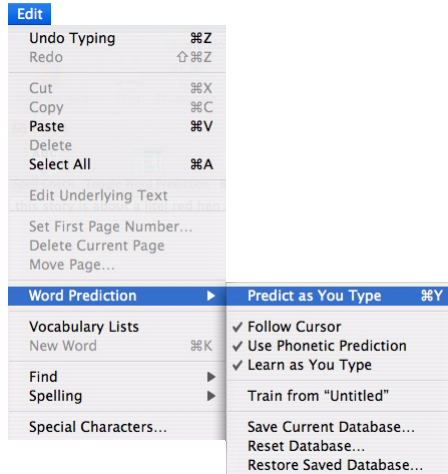
Using Word Prediction

As you type, Word Prediction helps you complete words from a list of possible words. The first time you use Kurzweil 3000, it uses the default Word Prediction database of words. As you use the software, it adds words you use to the database.

In this exercise, you'll learn how to insert a word from the Word Prediction list.

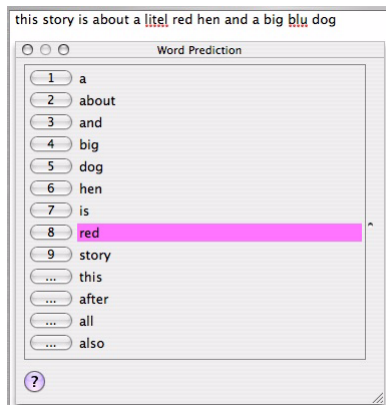
1.	<p>You should have the newly created text document from the previous exercise open.</p> <p>In the document, press Return to go to a new line.</p>
2.	<p>Activate Word Prediction.</p> <p>Click the Toggle Word Prediction button in the Writing toolbar,</p> 

or choose **Predict As You Type** from the **Word Prediction** submenu in the **Edit** menu.



What You See


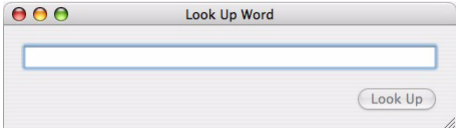
The **Word Prediction** window opens. Notice that the Kurzweil 3000 has “learned” the words you typed.



3.	Type, “The lit,” and note the Word Prediction window as you do so.
	<i>What You See</i> As you type, the Word Prediction window presents the possible words, and follows the cursor.
4.	Select a word from the Word Prediction list. Click the number associated with the word “little” in the list.
	<i>What You See</i> Kurzweil 3000 inserts the word.
5.	If you want, type more words and use Word Prediction to complete them. You can also see suggestions for the next word by pressing the Spacebar after you complete the current word.
6.	End Word Prediction. Click the Toggle Word Prediction button in the toolbar.
7.	Continue to the next exercise to use the Look Up feature in a writing setting.

Looking Up a Word While Composing

If you have gone through the Tutorial, you may have already encountered the Look Up feature in the *Reading* chapter. The same feature can be very useful in finding words while writing in Kurzweil 3000.

1.	Open a newly created text document, such as the one from the previous exercise.
2.	With the cursor in the document, click the Look Up button in the Reader . 
	<i>What You See</i> The Look Up window. 
3.	Type the word, “little.”
4.	Click Look Up .
	<i>What You See</i> The definitions for the word.
5.	Continue to the next exercise to drag and drop text from the Look Up window into the document.

Dragging and Dropping Text

You can drag and drop text within a document, between documents, and from certain Kurzweil 3000 windows as well as other application windows. This is very useful, for example, when adding quotations into reports and research papers to minimize the amount of re-keying.

In this exercise, you'll drag and drop a definition from the Kurzweil 3000 Look Up window into a text document.

1.	You should have open the newly created text document and the Look Up window from the previous exercise.
2.	Drag and drop a definition into the document. Select definition text from the Look Up window. Drag and drop the definition into the document.
3.	Close the Look Up window.
	Note that dragging and dropping text from the Look Up window is a quick way to create word lists. If this was as word list, you would simply type in more words, look up their definitions and drag and drop the definition text.
4.	As we no longer need this document, you may close it without saving.
5.	Continue to the next exercise to work from an outline; there will be another opportunity to drag and drop text, this time from one document to another.

Working from an Outline

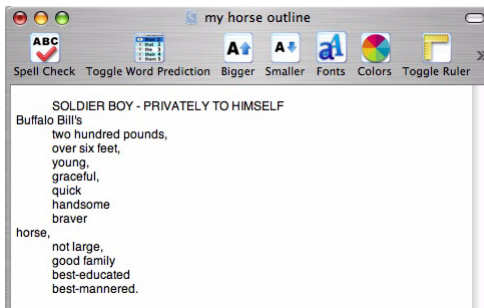
One way to begin a writing assignment is to create an outline. In Chapter 3, you learned how to create an outline by using color highlighters and extracting the highlighted text.

In this exercise, you'll use that outline document to do some composition. This exercise also gives you an opportunity to practice dragging and dropping text from one document to another.

1.	Open one document. Find and open "my horse outline."
2.	Open another document. You should also have "my Horse's Tale" from an earlier chapter. If you do not have "my Horse's Tale," copy "Horse's Tale" from the Sample Files folder and save it with the new name. Open "my Horse's Tale."
3.	Move the documents so that they display side-by-side.
4.	Copy text from one document to the other. First add some blank lines to the beginning of the outline document. From "my Horse's Tale," select the text you want to copy. Try: "Soldier Boy - Privately to Himself." Drag and drop the selected text to the top of the "my horse outline" document.

What You See

Newly added text in the outline document.



5. Type some text, if you want.
6. When you are done, close "my Horse's Tale."
7. Continue to the next exercise to try spell checking; or if you need to end here, close and save the document.


Spell Checking a Document

By default, Kurzweil 3000 checks spelling as you type and underlines misspelled words. You can also check spelling for the whole document.

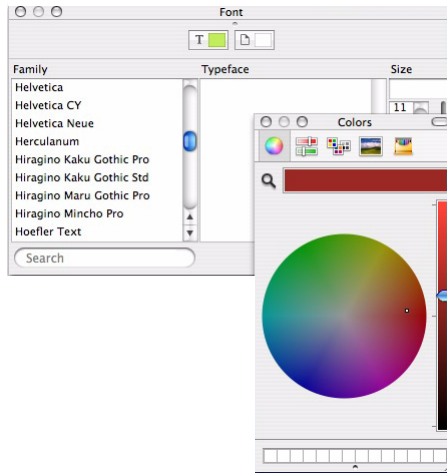
1.	Use the document entitled, “my horse outline.”
2.	Add a misspelled word or words to your document. Try: error .
3.	Click to place your cursor where you want to start spell checking; in this case, before the misspelled word you typed.
4.	Click the Spell Check button in the toolbar.
	<p><i>What You See</i></p> <p>The Spelling window containing the first word Kurzweil 3000 encountered that may be misspelled.</p>
5.	<p>Decide how you want Kurzweil 3000 to handle each error it finds. Try the following options:</p> <p>To narrow the list of possible replacements, click Guess.</p> <p>To ignore the current possible error and find the next one, click Find Next.</p> <p>To correct an error, click a word in the Guess list. Kurzweil 3000 reads the word. You can also type your correction in the text box. Click Correct. The spell checker automatically displays the next possible misspelled word.</p>
6.	When you’re done, click the Close box to exit the spell checker.

More to Explore: Changing Fonts and Formatting

In this exercise, you'll change font and formatting as you compose.

1.	<p>You should have “my horse outline,” open.</p> <p>If you don't have a text document open, create one now by clicking the New button in the Starting Point window, or by choosing New from the File menu.</p>
2.	<p>Press the Return key at the beginning of the document to add a title for this document.</p>
3.	<p>Change the font size for text you want to type.</p> <p>Click the Bigger button on the Writing toolbar multiple times.</p> <p>Type: “Book Report.”</p>
4.	<p>Change the font style for text you select.</p> <p>Triple-click to select the title.</p> <p>Click the Fonts button to open the Fonts palette.</p> 

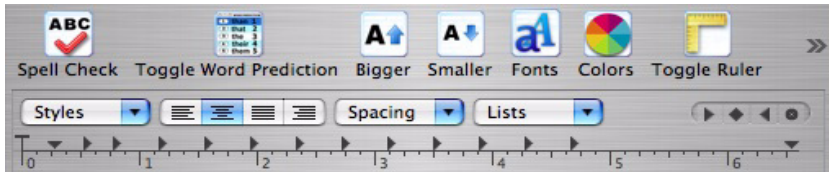
In the **Fonts** palette, click the “T” color box to show the **Color** palette. Choose a different color for the selected text.



Close the palette windows.

5. Change the Formatting using the Ruler.

Click **Toggle Ruler** to show the Ruler.



Center text by selecting text and clicking the **Center** alignment button.

Increase the spacing by selecting lines of text and choosing **Double** from the **Spacing** menu.

Change the left margin by dragging the downward arrow to a new location.

Change Tab settings by dragging the left-facing arrows. You can also use the Tab stops to change the tab type to Center tab, Right tab or Decimal tab.

5 Scanning and Document Preparation

In this chapter you'll find out about scanning and the document preparation process. You'll learn about the following:

- The Document Preparation process
- Scanning a document.
- Reading a document as part of the document preparation process.
- Using Zone editing to change reading order.
- Correcting recognition errors using the Underlying Text Editor.

The Document Preparation Process

There are three main steps in the Kurzweil 3000 document preparation process:

- Bring material into Kurzweil 3000 by scanning a document or by opening files from other applications.
- Read through the document to determine if it is reading the way you want it to. For example, are there recognition errors? Are there mispronunciations? Is the reading order appropriate?
- The last step is to use Kurzweil 3000 editing tools to make the desired changes.

When you scan or bring a document into Kurzweil 3000, the software employs an Optical Character Recognition engine to “recognize” each character. The following are the results of the recognition process:

- The document is an image document with two parts: The “image” of the text on the screen which is what you see. And the “underlying text” which is the text from the recognition process and the text that you hear Kurzweil 3000 read.
- Because recognition is not always exact, the underlying text may contain character errors, such as “ii” for the letter “n” or “ll” for “H.” There may also be mispronunciations.
- Kurzweil 3000 separates each chunk of recognized text into “zones” that you can manipulate.

Kurzweil 3000 provides tools for editing and correcting recognition problems:

- The Zone Editor lets you change the reading order. You specify the order in which you want zones read.
- The Underlying Text Editor lets you correct recognition errors as well as mispronunciations. You can also use Find and Replace in correcting recurring errors.

Note: Because Zone Editor re-recognizes the document and overwrites any edits you make to the underlying text, it's important to use this feature before making changes to the underlying text.


What you'll need for this chapter:


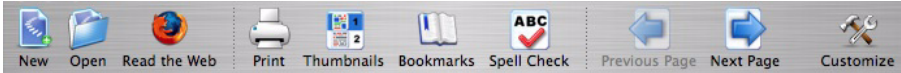
- To scan documents, you must have the Kurzweil 3000 Professional edition and a properly installed scanner. The Professional product is also required to edit image documents.
- A document to scan. Use *Appendix A*, a page entitled *Scanning Sample*, at the back of this Tutorial.

Scanning a Document into Kurzweil 3000

The curriculum material you use most often typically comes in print format. To provide your students with access to these documents, you would scan the material into Kurzweil 3000. You can scan multiple pages, and scan newspaper and table layout. If you have Kurzweil 3000 Professional Color edition, you can scan in either black and white or in color.

In this exercise, you'll do a simple scan in black and white.

1.	Place the <i>Scanning Sample</i> page face down on the scanner glass.
2.	<p>Scan the page.</p> <p>If you have Kurzweil 3000 Professional Color edition, open the Scan menu and choose Scan in Black & White since this document is in black and white.</p> <p>In the Starting Points window, click the Scan button.</p>  <p>Or choose Scan New Document from the Scan menu.</p> <p>The scanning process may take a few moments.</p>

	<p><i>What You See</i></p> <p>When scanning is complete, the image of the scanned document appears in a new document window.</p> <p>Because this is a document you are scanning, the Scanning toolbar displays at the top of the document window.</p> 
3.	<p>End scanning.</p> <p>Click the Scan Done button in the toolbar.</p>
	<p><i>What You See</i></p> <p>The Scanning toolbar changes to the Exploring toolbar.</p> 
4.	<p>Save and rename the document:</p> <p>Choose Save As from the File menu.</p> <p>Rename the document, "Scanning Sample."</p> <p>Click Save.</p>
5.	<p>Continue to the next exercise to read the scanned document.</p>

Reading as Part of Document Preparation

In preparing a document, it's important to read through it after bringing it into Kurzweil 3000.

As you read through, do the following:

- **Notice the reading order.** Consider whether or not you want to change the order in which Kurzweil 3000 reads the material.
- **Listen** for mispronunciations which are an indication that there are recognition errors, and that you'll need the Edit Underlying Text feature.

Note: Always work with the zones first before editing the underlying text to preserve your edits.

1.	Have open the "Scanning Sample" document from the previous exercise.
2.	Read through the document. Click at the beginning of the document. Click the Read button in the Reader .

3.	<p>Go through the document and listen for recognition errors, mispronunciations and reading order.</p> <p>Notes:</p> <ul style="list-style-type: none">• Each time the system recognizes a scan page, it may produce different results.• The results presented in the Tutorial may differ from the results you got. <p>If you hear recognition errors, you can first try the Redo Recognition from the Scan menu, and/or if your system has another OCR engine option, go to Scanning Preferences from the Kurzweil 3000 menu and select a different engine and scan again.</p>
4.	<p>Continue to the next exercise to use Edit Zones.</p>

Using Edit Zones to Change the Reading Order

When you scan or open an image file in Kurzweil 3000, it recognizes chunks of text from the original file, including page numbers, footnotes, captions and sidebars, as individual “zones.”


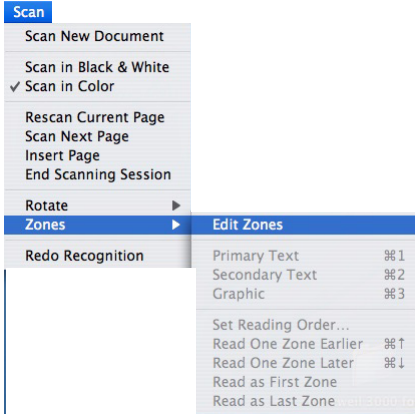
When it reads the document, it reads these zones in the order in which they appear, which may not be the preferred or ideal reading order. For example, you have a page with a sidebar on the left and primary text to its right. In the recognition process, the sidebar is recognized first, and as a result, Kurzweil 3000 reads it before reading the primary text.

Suppose you’d like to have the primary text read first, then the sidebar. You’d use Edit Zones to change the reading order. You can:

- Set the zone to be **Secondary Text**, where the reader has to click on it to read it.
- Specify a specific reading order number using the **Set Reading Order** option.
- Set it to **Read Last**, where Kurzweil 3000 reads it after having read all the other text zones.

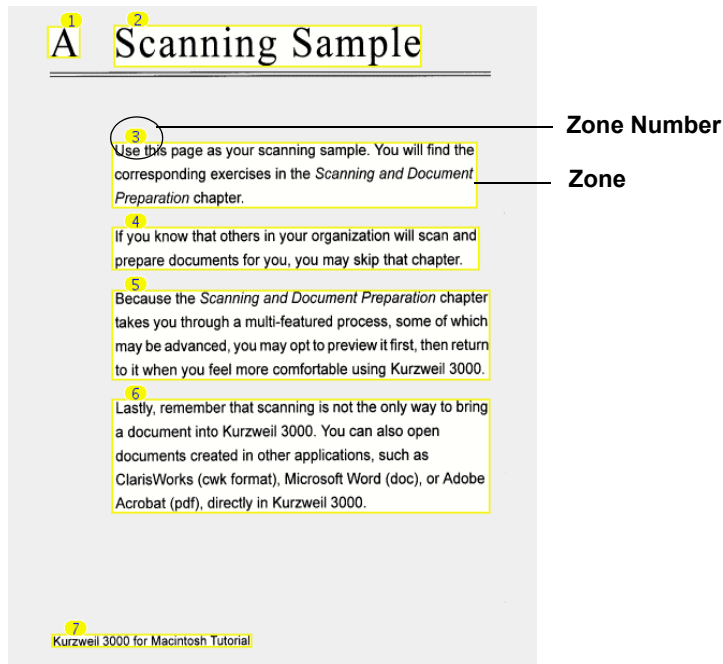
Suppose there is text, such as the title of the book, or a graphic image, that you don’t want Kurzweil 3000 to read. You would set this zone to be a **Graphic** zone.

In this exercise, you’ll change the reading order of zones and hear the results.

1.	Have open the Scanning Sample document from the previous exercise.
2.	You may also want to show the Document Preparation toolbar. From the View menu, click Current Toolbar and select Document Preparation .
3.	<p>Activate Zone Edit mode. Choose one of the following:</p> <ul style="list-style-type: none"> Click the Zone Edit button in the Document Preparation toolbar.  <ul style="list-style-type: none"> Use the Scan menu to choose Edit Zones from the Zones submenu.  <ul style="list-style-type: none"> Or click in the document text, then control-click to display the contextual menu and choose Edit Zones.

What You See

The document in Zone Edit mode. Each text chunk is a separate “zone” with an assigned number indicating reading order.



By default, all zones are Primary Text zones, meaning they are read in reading order, left to right and down the page.

Note: Because each recognition produces unique results, the zones presented and used here may not match the zones in your document.

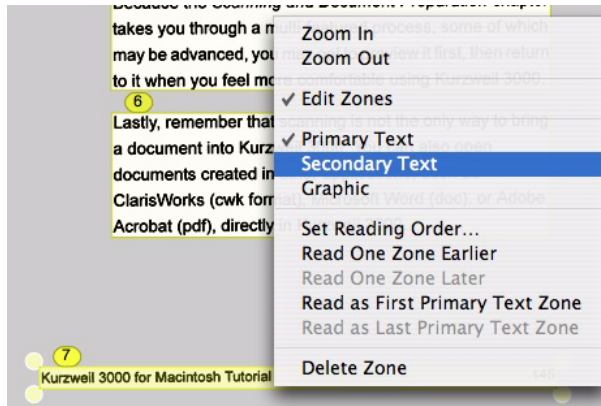
4. Change a zone to Secondary Text to have Kurzweil 3000 read the zone only when selected.

In this case, select the zone with the text, “Kurzweil 3000 for Macintosh Tutorial,” at the bottom of the page.

A zone in selected mode has a small square at each corner.

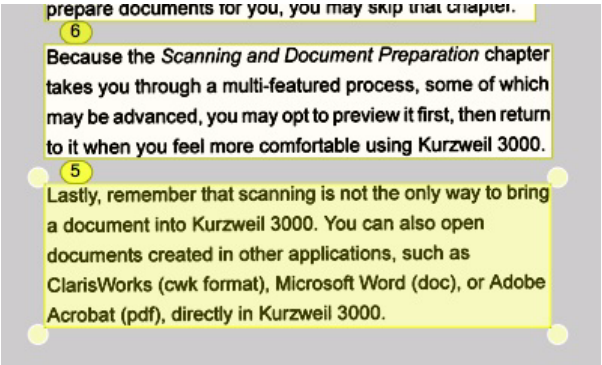
With the cursor in the selected zone, control-click to display the Zone Selected contextual menu.

Choose **Secondary Text** from the contextual menu.



What You See

The zone color changes from yellow to green to indicate that it is now secondary text.

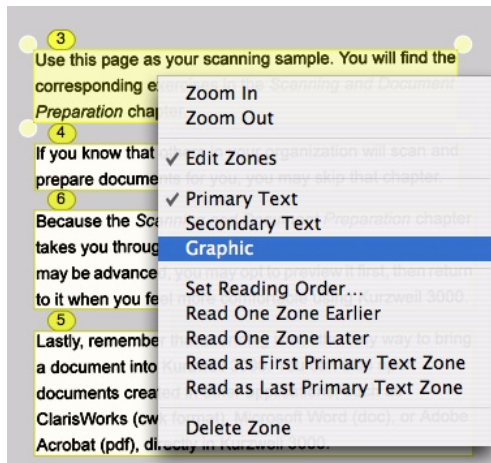
5.	Go to and select a different zone. Pressing the Tab key selects the next zone. Pressing the Shift and Tab keys, selects the previous zone. In this case, press Shift Tab to reach zone number 6 to select it.
6.	Change a zone's reading order. In this case, change zone 6 to zone 5. Control-click to display the contextual menu. Choose Read One Zone Earlier .
	<i>What You See</i> The zone numbers are reversed; zone 5 is now zone 6 and vice versa. 

7. Change a zone to not read.

Go to and select zone 3.

Control-click to display the contextual menu.

Choose **Graphic**.

**8. Exit Zone Edit mode.**

Control-click to display the contextual menu and choose **Edit Zones**.

9. Read the document to hear the new reading order. Remember that to read the text of the zone that you set to Secondary Text, you have to select it.

10.	<p>If you are continuing your exploration of the document preparation process, go to the next exercise to learn about editing the underlying text.</p> <p>Close and Save the “Scanning Sample” document if you want to resume at a later.</p>
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Using Edit Underlying Text

As mentioned at the beginning of this chapter, when you scan, the system goes through a recognition process. Because that process can misrecognize the original text, Kurzweil 3000 provides the ability to edit the underlying text. You can use Spell Check, Find and Replace, as well as Edit Underlying Text to accomplish this.

In this exercise, you'll use **Edit Underlying Text** to change a recognition error.

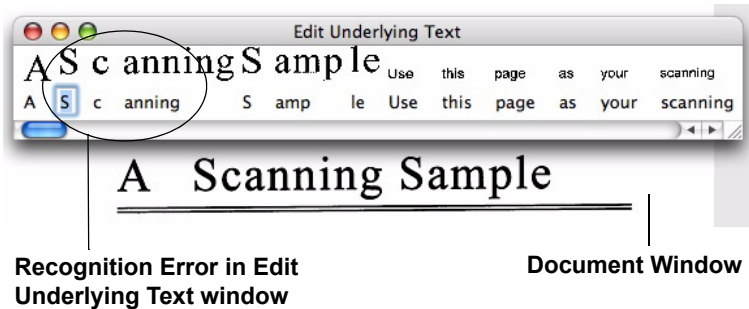
Notes:

- If you plan on making changes to the zones, you should do so first before editing the underlying text. See the previous section to learn how.
- Because any kind of editing in an image document affects only the underlying text, you see the changes in the Edit Underlying Text window only, not in the text on your screen.
- When you edit the underlying text, keep in mind that if you later use the **Extract Text** feature, your edits will appear in the extracted text.

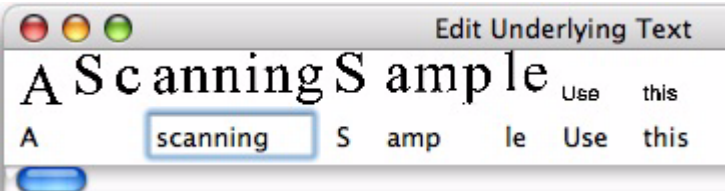
1.	<p>Have open the “Scanning Sample” document from the previous exercise.</p> <p>Read through the document if you haven’t already done so to find a word or words that the OCR engine may not have recognized correctly.</p>
2.	<p>Activate Edit Underlying Text mode.</p> <p>Click the text that has the recognition error or mispronunciation.</p> <p>Choose Edit Underlying Text from the Edit menu.</p>

What You See

The **Edit Underlying Text** window appears. The top line in the window shows the results of the recognition process. The bottom line in the window shows the underlying text, which you can edit.



In the example above, the OCR process separated letters from the words “scanning” and “sample.” Your results may differ.

<p>3.</p>	<p>Edit the word.</p> <p>Select the word from the bottom line.</p> <p>The selected word appears in a frame with a blue color background.</p> <p>You can use editing commands from the Edit menu, or editing keys and shortcuts.</p> <p>In this example, we selected and deleted the “s” and the “c,” then selected the block of text that had the rest of the word, and simply inserted “s” and “c.”</p> 
<p>4.</p>	<p>Follow steps 2 to 4 to make any additional corrections.</p>
<p>5.</p>	<p>Read to hear the current word or correction.</p>
<p>6.</p>	<p>End Edit Underlying Text by clicking its window Close button.</p>
<p>7.</p>	<p>This is a good place to Save the document.</p> <p>When you’re done, you can go to More to Explore to make changes in underlying text using the Find and Replace feature, or continue on in the Tutorial.</p>

6 Test Preparation

This chapter is primarily for teachers. To learn how to use Kurzweil 3000 in taking tests, see the next chapter, *Test Taking*.

In this chapter, you'll learn how to prepare a document for test taking. The topics covered are:

- Preparing Tests
- Using Text Notes
- Locking Features

Preparing Tests

With Kurzweil 3000, it's easy to prepare and administer tests, to accommodate a wide range of student abilities, and to provide performance feedback.

Kurzweil 3000 can handle different types of tests including:

- Multiple Choice: Have students use **Color Highlighters** or **Circle Text** tools.
- Essay: Put an empty **Text Note** in the test as a starting place for the students.
- Fill in the Blanks (and True or False): Use **Text Notes** or drag and drop.

In preparing a test, start by doing one of the following:

- Scan a document, and use the document preparation techniques you learned in the previous chapter to ensure reading accuracy.
- Bring a document that was created in another application into Kurzweil 3000, and use the document preparation techniques you learned in the previous chapter.

- Create one from scratch in Kurzweil 3000 using the writing editor.
- Create annotations containing questions in a document, then use the **Extract Notes & Highlighted Text** feature to build a new document with the questions ready to apply as a test.


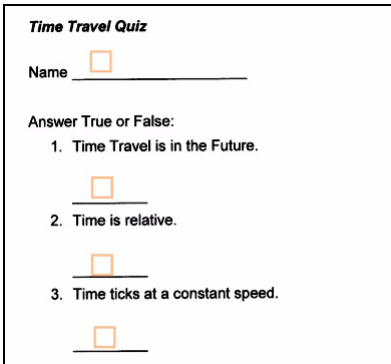
After you have the test in Kurzweil 3000, you might customize the application in the following ways:

- Reduce the reading speed (**Read** menu).
- Turn off **Speak While Typing** (found in General Preferences).

You might also consider locking features.

Using Text Notes in Test Preparation

You can use Text Notes for Fill-in-the-Blank or True or False tests, worksheets, forms and applications, as well as for essay responses.

1.	Open the “Quiz” document from the Sample Files folder. Save and rename it “my Quiz.”
2.	Click the Text Note button in the Tools palette. 
3.	Click on an empty line, in this case, the Name line, to place the Text Note.
4.	Repeat step 3 for blank lines in the test.
	<p><i>What You See</i></p> <p>Empty Text Notes for fill in the blanks.</p> 
5.	Save the document. It is now ready for students to use in the next chapter.

6.	If you want to learn how to lock features, continue to the next section.
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Locking Features for Test Taking

There are two main reasons why you would lock features:

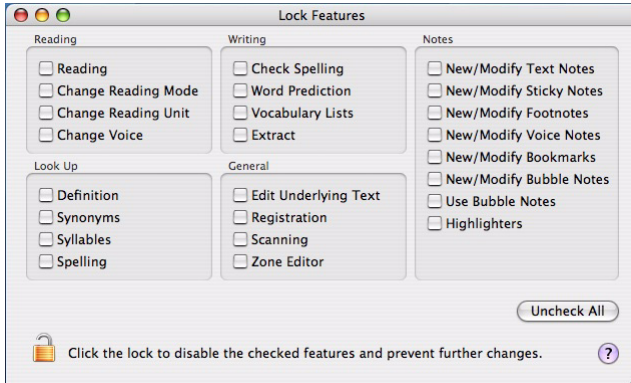
- To turn off certain features that students will not need or that will distract them.
- To restrict the use of features that might affect test results.


Locking requires a password. By default all features are available. When you lock features, it affects only the machine on which you performed the lock.

The following is a short list of some of the features that you can lock:

- Reading
- Voices
- Spell Check
- Word Prediction
- Notes and Highlighters
- Look Up
- Edit zones and Edit Underlying Text

In this exercise, you'll turn off some features and check to ensure that they are not accessible.

1.	Kurzweil 3000 should be running.
2.	<p>Open the Lock Features window.</p> <p>Choose Lock Features from the Kurzweil 3000 menu.</p>
	<p><i>What You See</i></p> <p>The Lock Features window opens.</p> 
3.	<p>Lock the desired features, in this case, Reading and Definition.</p> <p>Click the Reading and Definition boxes.</p> <p>Click the Lock button in the lower-left-hand corner.</p>

	<p><i>What You See</i></p> <p>The Password sheet opens.</p> 
4.	<p>Set a password. This will allow you to unlock features.</p> <p>Type a password, retype it in the Confirm box.</p> <p>Click OK.</p>
	<p><i>What You See</i></p> <p>The Password sheet closes, the Lock Features window is in gray, and the lock is in locked mode.</p>
5.	<p>Close the Lock Features window.</p>

6.	<p>Check the locked features.</p> <p>Open “my Quiz” document if it isn’t already.</p> <p>Click the Read button in the Reader. Kurzweil 3000 should not read.</p> <p>Click the Look Up button in the Reader. You should be able to enter a word, but upon clicking Look Up, the Definition window should indicate that it is locked. You should, however be able to open the other types of word information, since you didn’t lock them.</p>
7.	<p>To unlock features.</p> <p>Choose Lock Features from the Kurzweil 3000 menu.</p> <p>Click the Lock button.</p> <p>In the Password sheet, enter the password you used to lock the features.</p> <p>Click OK.</p> <p>Click the features you want to unlock, in this case Reading and Definition.</p> <p>Close the Lock Features window.</p>
8.	<p>If you plan on continuing to the next chapter, you may keep the document open. Otherwise, you may close it now.</p>

7 Test Taking

This chapter is primarily for students. Teachers, however, may want to go through it and train students on the material.

In this chapter, you'll learn the steps for taking tests using Kurzweil 3000:

- Reading through the test before starting.
- Filling in your name.
- Taking a fill-in-the-blanks test.
- Taking a multiple-choice test.
- Dragging and dropping answers.
- Reading back questions and answers to check your work.
- Saving the test.
- Printing the test.

Test Taking Using Kurzweil 3000



Before you take a test, find out what type of test it will be: Fill in the Blanks, Multiple Choice, True or False, Essay or a combination. Find out what Kurzweil 3000 tools you will be allowed to use.

When you use Kurzweil 3000 to take a test, be sure to read the test before answering the questions and read it again after you're finished to check your answers.

For exercises in this chapter, use "my Quiz," which you prepared in the previous chapter.

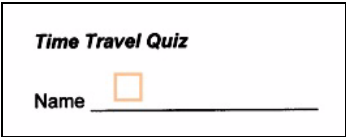
Reading Through the Test

The document “my Quiz” should be on your desktop, and the **Reader** should be showing. If the Reader is not showing, open the **Window** menu and select **Show Reader**.

1.	Open “my Quiz.”
2.	<p>Click at the very beginning of the document, and click the Read button in the Reader.</p> 
3.	<p>Click the Pause button to stop reading at any time.</p> 
4.	Continue to the next exercise to fill in your name.

Filling in Your Name

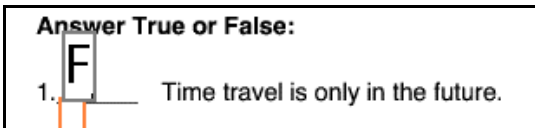
The document “my Time Travel Quiz” should be open, and it should have Text Notes on the blank lines.

1.	<p>In the Name line, look for a little orange box. This is a Text Note.</p>  <p>The screenshot shows a rectangular box containing the text "Time Travel Quiz" at the top. Below it, the word "Name" is followed by a horizontal line. A small orange square is positioned on the line, indicating where to click to enter a name.</p>
2.	<p>Click the box and type your name.</p> <p>If you make mistakes, you can correct them by using the Backspace key. You can also use the Read button to read what you have typed.</p>
3.	<p>Continue to the next exercise to fill in answers.</p>

Filling in Answers

The document “my Quiz” should be open, and it should have Text Notes on the blank lines.

In this exercise, you will work with the True or False section of the document, starting with Question 1.

1.	In Question 1 , find the Text Note box above the line.
2.	Click inside the box.
3.	Type “F” or “False.” 
4.	If you want more practice, continue to the next questions and fill in answers in the same way.
5.	When you are ready, continue to the next exercise.

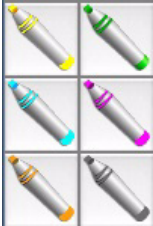

Tip: For short answer or essay responses, remember that you can use word processing tools, such as the **Return** or **Enter** key to go to another line, **Command+X** keys to cut, **Command+C** keys to copy and **Command+V** keys to paste text in Kurzweil 3000 Text Notes.



In addition, you can have Kurzweil 3000 read what you have written to help you check your test before passing it in.

Using Color Highlighters and Circle Text Tools

The document “my Time Travel Quiz” should be open, and the **Tools** palette should be showing. If the Tools palette is not showing, open the **Window** menu and select **Show Tools**.

In this exercise, you will work with Questions 4 and 5 in the Multiple Choice section of the document. You will use the color highlighters and circle text tools to select answers.

1.	<p>For Question 4, use a highlighter to select an answer.</p> <p>Click a Highlighter button in the Tools palette to select it.</p>  <p>Drag the highlighter cursor over the answer, “force field.”</p>
	<p>What You See</p> <div data-bbox="348 1107 967 1263"><p>4. The energy producing layer of a black hole is called the</p><ul style="list-style-type: none">a. ergo sphereb. force fieldc. gravitational pull</div>
2.	<p>Click the Selector button in the Tools palette to stop highlighting.</p> 

3.	<p>In Question 5, use a circle tool to select an answer.</p> <p>Click a Circle tool button in the Tools palette to select it.</p>  <p>Drag the circle cursor over the answer, “physicist.”</p>
	<p><i>What You See</i></p> <div data-bbox="340 569 852 737"><p>5. Albert Einstein was what kind of a scientist?</p><ul style="list-style-type: none">a. astronomerb. meteorologistc. <u>physicist</u></div>
4.	<p>Click the Selector button in the Tools palette to stop using the circle tool.</p> 
5.	<p>Continue to the next exercise.</p>

Dragging and Dropping an Answer

You should have the document “my Quiz” open.

In this exercise, you will work with Question 6 in the document.

1.	From the Word List double-click on the word, “relative.”
2.	Drag and drop the answer on the blank line for Question 6 .
	<p><i>What You See</i></p> <div data-bbox="340 657 967 833"><p>Fill in the blanks with words from the word list:</p><p>relative black hole relativity gravitational</p><p>6. Time is <u>relative</u>.</p></div> <p>The word is on the answer line in a Text Note.</p>
3.	When you’re ready, continue to the next exercise.

Tip: Dragging and dropping text also works for True or False, Fill in the Blanks and Essay responses if part of the answer is on the test, or if your teacher allows you to use a study document that might have the answer on it.

Reading Back Test Questions and Answers

When you have completed a test, always go back and check your answers.

1.	Click at the beginning of the test. Or click inside the Answer (Text Note) you want to check.
2.	Click the Read button.
3.	Correct any wrong answers.

Saving Your Test Document

Remember to save your test document often as you work.

Use **Command+S** or choose **Save** from the **File** menu.

Printing Your Test

It's a good idea to print your test document when you are finished. You may also need to print it to hand it in to the teacher.

Click the **Print** button in the toolbar.

Congratulations

You've just learned how to take a test using Kurzweil 3000.

Scanning Sample

Use this page as your scanning sample. You will find the corresponding exercises in the *Scanning and Document Preparation* chapter.

If you know that others in your organization will scan and prepare documents for you, you may skip that chapter.

Because the *Scanning and Document Preparation* chapter takes you through a multi-featured process, some of which may be advanced, you may opt to preview it first, then return to it when you feel more comfortable using Kurzweil 3000.

Lastly, remember that scanning is not the only way to bring a document into Kurzweil 3000. You can also open documents created in other applications, such as ClarisWorks (cwk format), Microsoft Word (doc), or Adobe Acrobat (pdf), directly in Kurzweil 3000.

Index

A

audio file creation 54

B

Bigger (font) button 95

Bookmarks 56

Bubble Note

anchor 74, 77

button 74

question and answer types 75

window 75, 77

Bubble Notes

answering 77

creating 74

editing 75

extracting contents of 78

reading 77

C

changing

font size 95

font style 95

reading order 101, 106, 107

reading settings 53

Reading Speed 51, 52, 53

Reading Unit 51

Reading Voice 53

toolbars 107

zones 109

checking spelling 94

Circle Text

about 56

buttons 133

circling text 133

command keys 35

correcting

mispronunciations 104

recognition errors 104

Create Audio File 54

creating

a text document 84

study guide document 69

Customize (toolbars) button 26

customizing

class and curriculum material 7

highlighter names 73

Kurzweil 3000 7

Kurzweil 3000 for test taking 119,
122

locking features 122

settings for individuals 6

toolbars 26, 28

D

Definitions look up 46, 47

document

area 21

checking spelling in 94

copying text in 92

creating study guide 69

dragging and dropping text in 91

extracted 71

extracting from 119

formatting 97

image 100

in Zone Edit mode 108

opening multiple 92

preparation process 100, 104

saving and renaming 33, 103

scanning 102

text 82

window 21

document preparation

about 7

correcting mispronunciations 104,
113

correcting recognition errors 104,

- 113
- editing underlying text 113
- editing zones 106
- process 104
- Document Preparation toolbar 107
- dragging and dropping
 - answers in tests 134
 - text 91
- dual highlighting
 - changing color combination for 43
 - when reading 43
- E**
- Edit menu 88
- Edit Underlying Text
 - from Edit menu 101, 104, 113, 114
 - window 115
- Edit Zones
 - from Scan menu 101, 107
 - stopping 111
- editing
 - Bubble Notes 75
 - in Kurzweil 3000 82
 - underlying text 101
 - zones 101, 107
- Eraser button 64
- essays in tests 118
- Exploring toolbar 103
- Extract Notes & Highlighted Text 78
 - about 56
 - button 69
 - from File menu 69
 - window 70
- extracted document 71
- extracting
 - Bubble Notes 78
 - highlighted text 69
 - Notes 82

- F**
- fill in the blanks 118
- font options
 - changing size 95
 - changing style 95
- Fonts
 - Bigger button 95
 - button 95
 - palette 95
- formatting using the ruler 97
- H**
- Help
 - command keys 35
 - in windows and sheets 37
 - menu 35
 - pages online 35
 - window 36
- help
 - Kurzweil 3000 Technical Support 4
- highlighted text
 - extracting into a document 69
 - reading 67
- Highlighter buttons 65, 132
- highlighters
 - about 56
 - customizing names for 73
 - using for studying 65
- highlighting
 - answers 132
 - main ideas 65
 - reading highlighted text 67
 - text 65
- I**
- image documents
 - about 100
 - editing underlying text 101
 - editing zones in 101, 107

- reading order, about 106
 - underlying text, about 100
 - zones, about 100
- K**
- keyboard shortcuts 35
 - Kurzweil 3000
 - application icon 9
 - contextual menus 29
 - Document window 21
 - editing in 82
 - features and benefits 6
 - interface 13
 - quitting 12
 - Reader 11
 - starting 9
 - Technical Support 4
 - writing in 82
- L**
- Lock button 123, 125
 - Lock Features
 - unlocking 125
 - window 123, 124
 - locking features 122
 - Look Up
 - button 90
 - window 90
 - look up
 - Definitions 46, 47
 - selected word 46
 - Syllables 48
 - Synonyms 47
 - while writing and editing 82, 90
 - word l type 49
 - words while reading 46
 - Look Up Word button 46
- M**
- Magnify Spoken Words
 - changing font for 44
 - changing the number of words displayed 45
 - on Read menu 44
 - window 44, 45
 - Menu bar 14
 - menu(s)
 - contextual 29
 - Edit 88
 - Read 40
 - Scan 102
 - Tools 56
 - View 107
 - mispronunciations, correcting 104
 - multiple choice tests 118
- N**
- New button 84, 95
 - Notes
 - about 56
 - Bubble Notes 74
 - in writing process 82
 - reading text in 63
 - removing 64
 - Sticky Notes 59
 - Text Notes 59
- O**
- opening
 - document from Starting Points 20
 - multiple documents 92
 - outline document, extracting 69
- P**
- page
 - scanning 102
 - Preferences 28
 - Highlighters 73

- Magnify Spoken Words 44
- Reading 43
- Scanning 105
- Speak While Typing 82
- Text 44
- Toolbars 28
- preparing
 - documents 7, 100
 - documents by scanning 102
 - tests 118, 122

Q

- quitting Kurzweil 3000 12

R

- Read Aloud 53
- Read by Highlight 67
- Read menu 40
- Read Silently 53
- Read the Web 40
- Reader 11, 15
- Reader Details 51
- reading
 - a test 128
 - about 40
 - aloud 53
 - as part of document preparation process 104
 - changing reading order 101, 106
 - changing Reading Speed 53
 - changing Reading Unit 51
 - changing Reading Voice 53
 - changing settings 53
 - comprehension 6
 - dual highlighting 43
 - dual highlighting color combinations 43
 - fluency 6
 - highlighted text 67
 - language decoding 6
 - looking up words 46
 - magnifying words 44
 - Preferences 43
 - Read Faster or Slower 52
 - Read Silently 53
 - silently 53
 - starting 42
 - stopping or pausing 43
 - tests 129
 - text in Notes 63
 - the Web 40
- reading Bubble Notes 77
- reading order
 - about 106
 - changing 106
 - listening for 104
- Reading settings 53
- Reading Speed 54
 - changing 51, 52, 53
- Reading Unit 51
 - changing 51
- Reading Voice 53
- recognition
 - correcting errors 104
 - redo 105
- recognition process 100, 102
- Redo Recognition 105
- reference tools 46
- removing Notes 64
- renaming a document 33
- Ruler button 97

S

- saving a document 33
- saving and renaming document 103
- Scan

- button 102
- menu 102
- scanning
 - a page 102
 - about 102
 - ending 103
- Scanning Preferences 105
- Scanning toolbar 103
- Selector button 64
- self correction
 - about 6
 - hearing what you type 82
 - in test taking 135
 - using word prediction 87
 - when writing and editing 82
- Set Reading Speed 54
- shortcut keys 35
- Speak While Typing
 - setting 86
- Speak While Typing preference 82
- spell checking 94
- starting
 - Kurzweil 3000 9
 - reading 42
- Starting Points 19
 - creating a new text document 84
 - opening a document 20
 - scanning a document 102
 - window 20, 84
- Sticky Note button 59
- Sticky Notes
 - about 59
 - creating 59
 - editing 60
 - moving 61
 - placing 60
 - sizing 60
- stopping or pausing reading 43
- Study Skills tools
 - about 56
 - Bookmarks 56
 - Bubble Note, creating 74
 - Bubble Note, editing 75
 - Circle Text 56
 - Extract Notes & Highlighted Text 56
 - Highlighters 56, 65
 - Notes 56
 - Notes, reading 63
 - Notes, removing 64
 - Sticky Note, creating 59
 - Sticky Note, editing 60
 - Sticky Notes 59
 - Text Note, creating 61
 - Text Note, editing 62
 - Text Notes 59
- studying
 - using color highlighters 65
- Syllables look up 48
- Synonyms look up 47
- T**
- test preparation
 - customizing Kurzweil 3000 for 119
- test taking 6
 - about 128
 - circling answers 133
 - customizing for 119, 122
 - dragging and dropping answers 134
 - filling in answers 131
 - filling in your name 130
 - highlighting answers 132
 - preparing tests 118
 - reading back answers 135
 - reading the test 128, 129

-
- saving the test 136
 - tests
 - essay 118
 - fill in the blanks 118
 - multiple choice 118
 - true or false 118
 - using Text Notes in 120
 - text
 - underlying 100
 - zones 100
 - text document(s)
 - about 82
 - creating 84
 - Text Note button 61, 120
 - Text Notes
 - about 59
 - creating 61
 - dragging text into 63
 - editing 62
 - placing 61
 - using in tests 120
 - Toolbars
 - Current 107
 - Document Preparation 107
 - Exploring 103
 - Scanning 103
 - Studying 58
 - Writing 82, 84, 95
 - toolbars
 - about 25
 - customizing 28
 - in document window 21
 - Preferences 28
 - switching 58
 - Tools
 - menu 56
 - palette 56
 - true or false tests 118
 - U**
 - underlying text 100
 - editing 101
 - Underlying Text Editor
 - from Edit menu 101, 113, 114
 - unlocking
 - features 125
 - V**
 - View menu 107
 - vocabulary building 6
 - W**
 - Web pages
 - reading 40
 - word
 - definitions for 47
 - syllables for 48
 - synonyms for 47
 - word prediction
 - activating 87
 - selecting a word from list 89
 - while writing and editing 82
 - Word Prediction window 88
 - Words per Minute 53
 - writing
 - in Kurzweil 3000 82
 - writing and editing
 - changing font options 95
 - creating a text document 84
 - dragging and dropping text 91
 - hearing what you type 82
 - looking up words while 82, 90
 - Speak While Typing 86
 - spell checking 94
 - using Notes and highlights 82
 - using word prediction 82, 87

Writing toolbar 84, 95
 about 82

Z

Zone Edit button 107

Zone Editor

 activating 107
 from Scan menu 107
 stopping 111

zones

 about 100, 106
 changing 109
 changing reading order 110
 editing mode 107

